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Employment and
Immigration Canada

Emploi et
Immigration Canada

IMMIGRATION MANUAL

SELECTION AND CONTROL

ÉGALEMENT DISPONIBLE EN FRANÇAIS SOUS LE TITRE "SÉLECTION ET CONTRÔLE".

Canada





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TABLE OF CONTENTS

CHAPTER 9

CRIMINALITYParagraph

AUTHORITY

GENERAL INTENT

Protection of Canadian Society	9.01
Highlights of Criminal Provisions in the Act	9.02
Spares	9.03

GUIDELINES

Admission To Canada	9.04
Conviction	9.05
Rehabilitation or Statutory Time Provisions	9.06
A19 - Paragraphs Relating to Criminality	9.07
Spares	9.08 - 9.09
Removal from Canada	9.10
Refugees and Criminality	9.11
Juvenile Offenders	9.12
Spares	9.13 - 9.14
Discretionary Authorities	9.15
Evidentiary Considerations	9.16
Criminal Rehabilitation	9.17
Mixed Offences - Federal Court of Appeal Decisions	9.18
Driving While Licence Suspended	9.19

PROCEDURES

Determining Admissibility of Person Convicted of Offence(s)	9.20
War Crimes and Crimes Against Humanity	9.21
Evidence of Criminal Rehabilitation	9.22
Completion of Approval of Rehabilitation Form (IMM 1444)	9.23
Submission and Processing of IMM 1444	9.24
Anticipated Criminal Activity	9.25
Documentation of Persons Granted Entry under A19(3)	9.26
Procedures at Port of Entry	9.27
Procedures Inland	9.28
Remarks Entered on Form IMM 1000 Re. Approval under 19(2)a)	9.29
Advice to Carriers Concerning Inadmissible Individuals (R50(2))	9.30
On ... Spares	9.31

Algorithm

To Determine Admissibility of Person who has Committed a Criminal
Offence - A19(1)(c), (2)(a), (2)(b) and (3)

1

Appendix

+ IMM 1444

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CHAPTER 9

CRIMINALITY

AUTHORITY

Act: 4(1), 4(2), 19(1)(c), 19(1)(d), 19(2)(a), 19(2)(b), 19(3), 27(1)(a), 27(1)(d), 27(2)(a), 27(2)(d), 37.

GENERAL INTENT

9.01 PROTECTION OF CANADIAN SOCIETY

The objectives in A3(a) to (h) seek to encourage and facilitate the admission to Canada of foreign nationals, both as immigrants and as visitors, and to reflect Canada's international obligations with respect to refugees. At the same time, however, Parliament recognized the necessity to maintain and protect the safety and good order of Canadian society (objective A3(i)) and to promote international order and justice by denying the use of Canadian territory to persons who are likely to engage in criminal activity (objective A3(j)). These latter objectives are given expression in the Act through the criminality provisions of A19 and A27, which prohibit the admission to Canada and provide for the removal from Canada of persons who have been convicted of criminal activity and in some cases, of persons who, there are reasonable grounds to believe, will engage in criminal activity.

+ 9.02 HIGHLIGHTS OF CRIMINAL PROVISIONS IN THE ACT

The Immigration Act 1976 seeks to gauge the seriousness of foreign criminal activity in terms of Canadian equivalents. In determining admissibility, A19(1) and (2) distinguish between very serious crimes, for which admission to Canada is not possible except by way of Minister's permit, and less serious offences which, although barring the individual as an immigrant, would permit entry for relatively brief periods in the interests of other objectives of immigration policy. With respect to removal, the commitment which Canada has assumed to permanent residents is recognized by authorizing removal only for relatively serious criminal activity. Finally, pursuant to A27(2)(d), visitors who have abused Canada's hospitality by violating its criminal laws during their stay in this country are subject to removal for a single conviction under the Criminal Code.

9.03 SPARE

Page 2

10/15/2010

10/15/2010

10/15/2010

10/15/2010

10/15/2010

10/15/2010

10/15/2010

10/15/2010

10/15/2010

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GUIDELINES

9.04 ADMISSION TO CANADA

A4(1) accords the right to come into Canada only to Canadian citizens and to permanent residents who are not described in A27(1). All other persons, whether immigrants or visitors, must seek admission to Canada, and in doing so they are subject to A19. That section establishes a number of inadmissible classes relating to criminal activity - A19(1)(c), (1)(d), (1)(j), (2)(a) and (2)(b). A19(1)(e), (f) and (g), while obviously containing elements of criminality, are more appropriately covered in IC 1 and IC 2.

9.05 CONVICTION

- 1) In order to determine whether a person falls within the inadmissible classes of A19(1)(c), (2)(a) or (2)(b), it is necessary to determine that there has been a conviction; that the offence is one which is or would be punishable under a Canadian federal statute; and that the rehabilitation or statutory time provisions of the Act are not applicable.
- 2) In general terms, a conviction is a finding by a competent court or other authority, which has not been set aside upon appeal, that a person is guilty of an offence, together with a formal recording of that finding. The judgement of the court must be carefully scrutinized to determine whether a conviction has been recorded and has not been erased either by the tribunal or by the operation of law. In making this determination, the immigration officer may encounter a number of difficult situations:
 - a) Where a finding of guilt has been made, but a conviction is not entered. An example is subsection 662.1(3) of the Criminal Code relating to absolute or conditional discharges whereby the accused is "deemed not to have been convicted of the offence to which he pleaded guilty or of which he was found guilty...". Similar provisions exist in some foreign jurisdictions, and an accused benefiting from them would not usually be considered to have been convicted.
 - b) Where a conviction has been recorded but its effects erased for the future only. Legislative provisions relating to pardon or amnesty may fall into this category, but the conviction would remain for purposes of Canadian immigration law. It should be kept in mind, however, that nomenclature is not conclusive and some pardons may in fact erase the conviction retroactively. If so, the applicable legislative provisions or court judgement must always be carefully reviewed in order to determine whether the conviction has been vacated retroactively or for the future only. A pardon which is subject to revocation would not erase the conviction retroactively for Canadian immigration purposes.



- c) Cases in which the accused has entered a plea which is unknown to Canadian law. An example is nolo contendere (no contest) in some States of the United States, which is generally followed by a judicial finding of guilt. In such cases, an attempt must be made to determine whether a finding of guilt was pronounced by the Court.
- d) Cases in which the person has been convicted in absentia. The Immigration Appeal Board has held that the person stands convicted for purposes of Canadian immigration law if he was served with or received official notification of the hearing which led to his conviction in absentia, but failed to avail himself of the opportunity to participate in the proceedings and defend himself.
- e) Cases in which the person has been convicted, but an appeal against the conviction is pending. In this case, it is the opinion of the Department of Justice that there is a conviction for purposes of Canadian immigration law.
- f) In some jurisdictions, the legislation may prohibit access to criminal records after a certain period of time and even permit the person lawfully to deny the existence of a criminal record. However, such legislation does not always have the effect of erasing the conviction for Canadian immigration purposes. Officers must therefore make every effort to determine the facts without infringing the foreign law. In such cases, it may be necessary to rely more heavily on the burden of proof by calling upon the applicant to establish the absence of a criminal record.

3) Nature of the Offence

- a) A19 determines inadmissibility in terms of convictions in Canada, or outside Canada where the offence is one which would also be punishable under Canadian law.
- b) Where the person has been convicted by a Canadian court, it is a relatively simple matter to ascertain the nature of the offence and the maximum term of imprisonment. However, where the conviction took place outside Canada, the question may be more difficult depending upon the type of offence involved, the nature of the legal system concerned and the availability of information. The starting-point for determining whether a person is inadmissible to Canada is by comparing the essential elements of the foreign offence of which he was convicted with the essential elements of a similar Canadian offence. In making this comparison, it should be emphasized that not the nomenclature of the offence, but rather its essential elements, are determining; and that an immigration officer under normal circumstances is not expected to re-try the case on the facts.



- c) With respect to many well-known offences, such as murder and rape, the comparison between the foreign and Canadian offences will usually be sufficient to determine whether or not the individual is inadmissible to Canada. However, the determination of inadmissibility is not a mechanical process, and there may be exceptional situations in which the immigration officer may have to determine not only the offence of which the person was convicted, but also the circumstances involved. Three examples are the following:
- i) In some countries which do not have legal systems similar to ours, there may be offences against the state or political offences which, although bearing the same general description as offences in Canada, would not prohibit a person from coming into Canada because the acts complained of would not have resulted in a conviction had they occurred in Canada.
 - ii) Offences in some foreign jurisdictions may be broader than and include some Canadian offences, so that a simple comparison of the elements of the offence might lead to the mistaken conclusion that no offence would be involved under Canadian law. For example, in some foreign jurisdictions, prostitution is an offence, whereas in Canada the offence is soliciting for the purpose of prostitution (section 195.1 of the Criminal Code). It may therefore be necessary to investigate the circumstances of the foreign conviction to determine if the act of soliciting was involved.
 - iii) Situations may also arise in which the foreign conviction might relate to more than one Canadian offence with differing degrees of severity. For example, a foreign offence in the nature of assault might be prosecuted in Canada either as a common assault (section 245(1) Criminal Code), assault causing bodily harm (section 245(2)), assault with intent (section 246(1)), assaulting a peace officer (section 246(2)), or assault causing bodily harm with intent (section 228), depending upon the circumstances. The wording of A19(1)(c) and (2)(a) suggests that it is the most serious Canadian offence which must be considered; nevertheless, a precise appreciation of the actual facts may be essential to a proper determination of the equivalent Canadian offence.
- d) It is expected that, as experience is acquired, officers will become proficient, in most cases, in making the determinations relating to convictions and equivalent offences. However, where particularly difficult problems are encountered, (especially likely in the area of c)i) above), an opinion may be sought from Legal Services, Ottawa through the appropriate regional and NHQ authorities.



* 9.06 REHABILITATION OR STATUTORY TIME PROVISIONS

- 1) Canadian immigration law recognizes that a person's past criminal convictions should not forever bar his/her admission to Canada if he/she appears to have re-established himself/herself as a law-abiding member of society. Accordingly, the Act has created three levels of relief from the criminal inadmissible provisions depending upon the person's age at the time of conviction, the seriousness of the offence and the length of time which has elapsed since termination of the sentence imposed.
- 2) In A19(1)(c) cases, the Governor-in-Council may be satisfied that the person has rehabilitated himself/herself if at least five years have elapsed since the termination of the sentence imposed. It is the sentence imposed and not the sentence served which determines when a sentence terminates. Difficult cases may arise when alternative sentences are imposed, such as a fine or imprisonment, or when the person benefits from provisions similar to our own notion of parole or suspension of sentence. It may be necessary to seek a legal opinion on how to proceed in such cases.
- 3) In A19(2)(a) cases, the Minister may be satisfied that the person has rehabilitated himself/herself if two or five years have elapsed since the termination of the sentence imposed. The number of years which must elapse depend upon the person's age at the time of conviction.
- 4) Inadmissibility under paragraph A19(2)(b) is removed by the passing of statutory time periods without the necessity of Governor-in-Council or Ministerial authority.
- 5) All prospective immigrants and visitors who meet the statutory time period, as outlined in the Immigration Act, may request consideration of a request for approval of rehabilitation. However, Immigration officers will recommend approval of these requests only where there is an acknowledgement that rehabilitation from a specific criminal act has taken place.
- 6) Those who appear to meet the requirements of the Act, as immigrants or as visitors, and who have fulfilled the statutory time requirement for approval of rehabilitation, should be encouraged to submit evidence of rehabilitation.
- 7) In those instances where the statutory time period has not passed, but the circumstances of the case indicate that admission is warranted, officers should refer to IS 10 for consideration of a Minister's Permit. A Minister's Permit may also be considered if a request for approval of rehabilitation has been submitted, and there are good reasons for allowing the person into Canada pending a decision on the request, i.e., visitors where there is some urgency to the visit.
- 8) Details of the procedure for considering evidence of rehabilitation are outlined in IS 9.21 et seq.



9.07 A19 - PARAGRAPHS RELATING TO CRIMINALITY

- 1) A19(1)(c) refers to convictions for offences committed in Canada or abroad for which a maximum term of imprisonment of ten years or more may be imposed in Canada under a federal statute. Very serious criminal offences such as hijacking, perjury, rape, murder, manslaughter, kidnapping, theft over \$1,000, robbery, assault causing bodily harm, extortion, breaking and entering, forgery and arson would fall into this category. Persons convicted of such offences are barred from Canada except by way of Minister's permit; discretionary entry under A19(3) is not possible.
- + 2) A19(1)(j) refers to persons who, there are reasonable grounds to believe, have committed a war crime or a crime against humanity. Such inadmissibility is not limited to specific periods of major conflict. It applies to any and all conflict or peace-time situations (see also IE 9.21 and, in Canada, IE 10.34).
- 3) A19(2)(a) refers to convictions for offences committed in Canada or abroad that may be punishable by way of indictment under a federal statute other than the Immigration Act and for which a maximum term of imprisonment of less than ten years may be imposed. Offences such as theft under \$1,000, gross indecency and public mischief would fall into this category. It should be noted that the expression "may be punishable" includes any offence which may be prosecuted either by way of indictment or by summary



SELECTION AND CONTROL

IS 9.07

conviction. In general, Canadian statutes classify offences as being punishable by indictment, by summary conviction, or by either at the option of the prosecution. Indictable offences are generally more serious than summary offences, and are susceptible of different modes of trial, appeal procedures and sentence. Where an Act of Parliament creates an offence without specifying whether it is indictable or summary offence, the law deems it to be summary. Where no penalty is specified for a summary offence, the law provides that it will be punishable by a maximum fine of \$2,000 or a maximum term of imprisonment of six months or both.

- 4) A19(2)(b) refers to convictions for two or more offences committed in Canada or abroad, not arising out of a single occurrence, that may be punishable on summary conviction under a federal statute other than the Immigration Act. The purpose of this provision is to exclude a person who, although convicted of minor crimes, nevertheless has demonstrated a propensity to criminal activity by infringing the criminal law on more than one occasion in the relatively immediate past. It should be noted that this provision ceases to be applicable if there is only one conviction or only one part of one sentence served or to be served within the five or two years prior to the person's seeking admission to Canada, depending on the person's age at the time of his most recent conviction. Offences arising out of a single occurrence would include those arising out of the same transaction, or the same set of circumstances would fall within the exception. An offence e.g., of theft and a (subsequent) failure to appear for a trial on the theft offence would not constitute a single occurrence.
- 5) Persons inadmissible under A19(2)(a) or (b) may be granted discretionary entry under A19(3).
- 6) a) In addition to basing inadmissibility on criminal convictions, the Act prohibits the admission of persons who, there are reasonable grounds to believe, will engage in serious future criminal activity. A19(1)(d) refers to persons who, there are reasonable grounds to believe, will:
 - i) commit one or more offences punishable by way of indictment under any Act of Parliament; or
 - ii) engage in activity that is part of a pattern of criminal activity planned and organized by a number of persons acting in concert in furtherance of the commission of any offence that may be punishable under any Act of Parliament by way of indictment.
- b) It should be noted that i) refers only to indictable offences, whereas ii) refers to offences where there is a choice of prosecution either by indictment or by summary conviction. The purpose of this provision is to deny admission to persons who have no criminal record, but where there are reasonable grounds to believe that they are coming to Canada to commit a serious criminal act or to engage in activity relating to "organized crime".
- 7) A19(1)(d) is an exceptional provision which should not be resorted to lightly. There must be reasonable grounds to believe that the person will engage in the activities envisaged by this section, and not merely suspicion. Reasonable grounds means a set of circumstances which would satisfy a normally prudent and cautious person. Furthermore, this section should not be relied upon if it is possible to proceed under other paragraphs of A19, nor should it be used where a conviction is suspected but evidence of it is not readily available. Where it is essential to use A19(1)(d), however, and the evidence is in the form of security or criminal intelligence reports which cannot be revealed without compromising the source of the information, the certificate procedure of A39 will be used (A40 in the case of a permanent resident). Reports and refusals based on A19(1)(d) should not normally be invoked without the approval of the Executive Director, Immigration; immigration officers should alert their superiors should potential use of this paragraph arise.

9.08 – 9.09 SPARES



IS 9.10

9.10 REMOVAL FROM CANADA

1) A4(2)

A4(2) confirms the right to remain in Canada as Canadian citizens. It confers the same rights on permanent residents and Convention refugees lawfully in Canada provided that they do not fall within A4(2) (a) or (b) as the case may be. All other persons are subject to the removal provisions of A27 if an inquiry is directed by the Deputy Minister or his delegate pursuant to A27(3). A27(1) establishes a number of criminal grounds for the removal of permanent residents – A27(1)(a) and (d); and A27(2)(a) and (d) establish the criminal grounds for the removal of all persons, other than Canadian citizens or permanent residents. A27(1)(c) and (2)(c), while obviously containing elements of criminality, are more appropriately covered in IC 1 and IC 2.

2) A27(1)

- a) While A27(1) generally refers to permanent residents in Canada, it also describes those permanent residents who have left Canada and do not enjoy a right to return pursuant to A4. The procedure for dealing with such persons is outlined in IS 11.31.
- b) The Act envisages that permanent residents should only be removed for serious criminal conduct. A27(1)(d) is the applicable provision governing permanent residents who have been convicted of offences in Canada. A written report to the Deputy Minister is to be made where a permanent resident has been convicted of an offence under any federal statute for which a term of imprisonment of more than six months has been imposed, or five years or more may be imposed. It should be noted that an accused is considered not to have been convicted where he has benefited from a discharge, absolute or conditional, under subsection 662.1(3) of the Criminal Code. It should also be kept in mind that, while the concept of domicile has been removed, section 127 of the Act respects the acquired rights of persons who had acquired domicile under the former Act. Such persons cannot now be ordered deported on the basis of any activity which took place before the date of proclamation for which they would have been protected under the former domicile provision.
- c) A27(1)(a) refers to permanent residents who were convicted of offences before they were granted landing, or who leave Canada after landing and are convicted of offences abroad. A27(1)(a) may also be used in conjunction with A19(1)(d). In the latter case, if the evidence is contained in security or criminal intelligence reports which cannot be made available at an inquiry, the procedure of A40 will be followed. Where a permanent resident has been convicted of an offence in Canada, A27(1)(d) rather than (1)(a) should be used.

3) A27(2)

- a) This subsection refers to persons other than permanent residents or Canadian citizens. A27(2)(d) is the applicable section governing convictions in Canada. It refers to convictions under the Criminal Code, or under federal statutes other than the Criminal Code and the Immigration Act that may be punishable by way of indictment.
- b) This subsection reflects the intention of Parliament that the most rigorous standards of behaviour should be required of visitors. Under this provision, a visitor may become subject to deportation for a single summary conviction offence under the Criminal Code.
- c) i) A27(2)(a) refers to persons, other than Canadian citizens or permanent residents, who were convicted of offences before they were granted entry or otherwise came to Canada. It may also be used in conjunction with A19(1)(d), in which case the certificate procedure of A41 may be used if the evidence is in the form of security or criminal intelligence reports which



cannot be revealed at an inquiry. A27(2)(a) should be used for dealing with convictions **prior to the most recent admission** to Canada. A27(2)(d) should be used for dealing with convictions **after the most recent admission**.

- ii) It is the opinion of Legal Services that a visitor who, after being convicted in Canada of a summary offence, subsequently leaves Canada and re-enters as a visitor, should not be reported under 27(2)(d). Subject is not admissible and cannot be deported either at the port of entry under A19 or inland under 27(2)(d) as a result of a summary conviction. It is felt the courts would not support a subsequent report after entry under 27(2)(d) on someone who is not inadmissible at port of entry.

4) A27(3)

- a) Where a written report based on one of the paragraph of A27 has been prepared, the Deputy Minister or his delegate must consider whether an inquiry is warranted pursuant to A27(3). It must be emphasized that an inquiry should not be considered automatic merely because a report has been received. In the case of a permanent resident, inquiry proceedings should only be commenced after a thorough review at a senior level within the Commission. For this reason, the authority to direct an inquiry in the case of a permanent resident has been restricted as indicated in Instrument I-26 (see Chapter IL 3).
- b) In exercising discretion, the Deputy Minister's delegate must consider whether the circumstances surrounding an isolated instance of criminal conduct suggest that the offence was a one-time aberration, and that the person is unlikely to be involved in further criminal activity. The sincerity of the person's determination to become rehabilitated, and the effort to do so, should be weighed against the gravity of the offence, along with other indications such as employment history in Canada, the presence of family members likely to encourage rehabilitation efforts, etc. Even in the case of a visitor reported for a criminal conviction, an inquiry should not be routinely directed, although convincing reasons would have to be advanced to forestall it. For example, if an otherwise diligent student reasonably close to graduation commits a minor offence, it may be wise to examine the circumstances to determine whether ignorance of Canadian law may have played some part, whether the person appears to be repentant and unlikely to engage in further criminal behaviour, and to ascertain from the school authorities their attitude towards the completion of studies.

9.11 REFUGEES AND CRIMINALITY

- 1) Under the United Nations Convention and Protocol relating to the Status of Refugees, Canada has assumed certain obligations towards persons recognized as refugees under those instruments. First, a Convention refugee who is lawfully in Canada may not be expelled, save on grounds of national security or public order. This obligation is reflected in A46.01(1)(e) and A4(2)(b), which accord a Convention refugee the right to remain in Canada for the duration of his/her lawful status, provided that he/she has not been convicted of a crime for which a maximum term of imprisonment of more than six months has been imposed or five years or more may be imposed, and is not a person described in the "organized crime", subversion, or terrorism provisions of the Act. Second, a Convention refugee who is unlawfully in Canada may be expelled, but not to a country where his/her life or freedom would be threatened, except where there are reasonable grounds for regarding him/her as a danger to the security of the state or where he/she has been convicted of a particularly serious crime. This obligation is reflected in A55 which prevents the Minister from removing a Convention refugee to a country where his/her life or freedom would be threatened on specified grounds unless he/she has been convicted of an offence for which a maximum term of imprisonment of ten years or more may be imposed, or is a person described in the subversion or terrorism provisions of the Act.



SELECTION AND CONTROL

IS 9.11

- 2) It should be noted that recognition as a Convention refugee exempts a person from the consequences of minor criminal activity only in the case of a claim to refugee status during an immigration inquiry in Canada. Persons falling within the Convention definition, but who are outside Canada, are subject to the normal provisions of A19.



9.12 JUVENILE OFFENDERS

- 1) Where an individual has been treated as a juvenile under foreign law, and no conviction has been recorded, A19 will not bar the person's admission to Canada.
- 2) Where the foreign jurisdiction has a special procedure for juvenile offenders, but the person was nevertheless convicted pursuant to the procedure for adult offenders, the immigration officer should disregard the age of the applicant and treat the conviction in the regular manner.
- 3) In Canada, under the YOUNG OFFENDERS ACT (YOA) a "young person" is defined as a person who is or, in the absence of evidence to the contrary, appears to be twelve years of age or more but under eighteen years of age. An "offence" is defined as an offence created by an Act of Parliament or by any regulation, rule, order, by-law or ordinance made thereunder other than an ordinance of the Yukon Territory or the Northwest Territories. A young offender is charged in youth court with the substantive offence, e.g. theft. Where the youth court directs that the young person be discharged absolutely, or where all dispositions made in respect of the offence have ceased to have effect (see s.36 of the YOA), the young offender is to be considered as not having been convicted.
- 4) Subject to 5) and 6) below, where a foreign conviction is registered in an adult court, the foreign jurisdiction having no juvenile system, or, in a foreign juvenile court where the disposition rendered has not yet ceased to have effect, the juvenile will be considered to have been convicted.
- 5) Where the young offender has committed an offence for which, in Canada, he could not be transferred to adult court (see section 483 of the Criminal Code), such young offender may be considered not to have been convicted for immigration purposes.
- 6) Where a young offender has committed an offence for which, in Canada, he would not have been dealt with in adult court (see factors for transfer to be considered set out in s.s.16(2) of the YOA), such young offender may be considered not to have been convicted.
- 7) In case of doubt, the Chief of the CEIC area bureau concerned will be requested to obtain a legal opinion.

9.13 - 9.14 SPARES

9.15 DISCRETIONARY AUTHORITIES

- 1) The Act provides two means whereby the rigor of the criminality provisions may be mitigated in certain circumstances. For example, it has been the long-standing policy of the Government, in the interests of free speech, to allow the entry of convicted criminals for brief public engagements if



sponsored by reputable Canadian organizations, and the visit is not likely to be the occasion of criminal activity. In other cases, there may be compelling humanitarian considerations to allow the reunion of family members.

- 2) A19(3) confers discretionary authority on a senior immigration officer or an adjudicator to grant entry to a member of an inadmissible class described in A19(2), subject to such terms and conditions as he deems appropriate and for a period not exceeding thirty days. In exercising this power, the senior immigration officer should be satisfied that the individual is not likely to engage in criminal or subversive activity, will not be a danger to public order and has a legitimate reason for seeking short term entry to Canada, such as a family illness, death or wedding, or a legitimate business commitment or engagement. Once admitted for up to thirty days, the individual cannot be removed unless he violates the terms and conditions of his entry. A16(1)(b) also denies such persons the opportunity to apply for an extension of stay. For further details as to A19(3), refer to IE 2.36.
- 3) Where the individual is a person described in A19(1), or seeks entry for a period exceeding thirty days, he/she can be allowed to come into Canada only through the issuance of a Minister's permit. The issuance of a Minister's permit should also be considered where it may be necessary to effect removal at any time at the discretion of the Minister (see also IS 10), or where the person is seeking to come into Canada directly from the United States and where there is any concern that it may become necessary to remove the person under the terms of the Reciprocal Arrangement (see IS 14.35).

9.16 EVIDENTIARY CONSIDERATIONS

(Officers should familiarize themselves with the paragraphs relating to burden of proof and evidence at IE 11.15 and IE 11.18). Except in the most obvious cases, it is desirable to scrutinize the exact wording of the foreign offence in order to determine its Canadian equivalent.

1) Persons Abroad

In the case of visa applicants, investigations as to criminality and the decision to issue or refuse a visa will normally be made outside Canada. In considering evidence of criminality, the visa officer will not be required to prepare and develop evidence of a nature to be used in inquiry and appeal proceedings, except in family class cases where a Record must be prepared (see IS 2). Normally, any reasonable evidence tending to demonstrate the applicability of A19 may therefore be considered, keeping in mind that the burden of proof is on the applicant to establish his admissibility.

2) Persons in Canada

- a) In developing evidence of criminality to be used at immigration inquiries, immigration officers should keep in mind the distinction between the burden of proof and the burden of adducing evidence referred to at IE 11.15. Even when the law places the burden of establishing



admissibility on the individual, this should not be considered as absolving the Minister of his obligation under the Regulations to adduce evidence. It is a basic principle of natural justice that the subject of an inquiry is entitled to know the details of the case against him. Immigration officers preparing reports under A20(1)(a) based on criminal inadmissible grounds should identify the date, place and precise nature of the foreign conviction, its Canadian equivalent and the applicable term of imprisonment. It is not sufficient simply to repeat the general words of the applicable inadmissible class.

- b) Although virtually any evidence is admissible by an adjudicator at an immigration inquiry, officers should keep in mind the necessity of preparing and adducing evidence of sufficient weight to satisfy an adjudicator that admission should be denied. Wherever time and circumstances permit, an attempt should be made to secure the best evidence because it carries the most weight. As regards criminal convictions, the best evidence is a certified record issued by the court in which the conviction was registered, together with a text of the foreign statute.
- c) The next best evidence is the individual's own admission that he has been convicted, although it may be difficult to determine from an admission the exact offence to which the conviction relates, and therefore its Canadian equivalent. Where the offence is not an obvious one, documentary evidence is therefore preferable to an admission.
- d) Where these forms of evidence are not available, secondary and even hearsay evidence may be admissible. For example, the results of a telephone conversation with a court clerk in a foreign jurisdiction may be admissible if the immigration officer who placed the telephone call testifies at the inquiry, or a telex from a foreign official may be admissible. It should be kept in mind, however, that this type of evidence is weaker than primary evidence, and will be weighed by the adjudicator against any contrary evidence presented by the individual.

9.17 CRIMINAL REHABILITATION

- 1) The question frequently arises as to whether immigration and visa officers are required or obliged to action requests for rehabilitation under A19(1)(c) or A19(2)(a) when so requested by individuals or their counsel.
- 2) In this regard, the Commission operationally takes the position that it is not the duty of either immigration or visa officers to canvass the Minister or the Governor in Council on matters of rehabilitation. To do otherwise would be an invitation to frustrate the immediate application of the criminality prohibition at ports of entry. It naturally follows that where it appears that rehabilitation is a factor that could be reasonably determined in favour of the individual faced with criminal prohibition, the officer would promote a review for that purpose. On the other hand, if the Commission (officer) believes that rehabilitation has not been achieved (see 9.22) it is always available to the individual to make direct application to the Minister or the Governor in Council.



IS 9.17

- 3) In cases where an individual specifically requests that rehabilitation be considered, the course of action is to inform the individual whether the Commission feels that it is appropriate to support a recommendation at this time. If it cannot be supported, then it is left to the individual to pursue the matter with the Governor in Council. Individual applications to the Governor in Council are rare and that body will no doubt question the appropriateness of a direct application. At that stage, and when called upon, the Commission, through the Minister, would indicate that it is not prepared to support an application for rehabilitation.

9.18 MIXED OFFENCES - FEDERAL COURT OF APPEAL DECISIONS

- 1) Paragraphs 19(1)(c), 2(a) and (b) and A19(1)(d)(i) make no reference to mixed offences, i.e., offences with respect to which the Crown or State may choose to proceed either by way of summary conviction or by way of indictment. The Commission was guided by the interpretation that the phrase "may be punishable by way of indictment" included mixed offences.
- 2) This interpretation was challenged by two persons, one of whom had a Canadian conviction, the other a foreign conviction, for an offence which, if committed in Canada, could be prosecuted by way of indictment or by way of summary conviction.
- 3) The following are summaries of each case with pertinent excerpts from the Reasons for Judgment.

a) KAI LEE - Canadian Conviction

- i) The Adjudicator held that Kai Lee was a person described in paragraph 19(2)(a) in that he had been convicted of an offence which "may be punishable by way of indictment under any other Act of Parliament, and for which a maximum term of imprisonment of less than ten years may be imposed".
- ii) The Court concluded that he was not a member of the class of persons excluded by that paragraph, reasoning as follows:

"The conviction registered against the applicant (Kai Lee), after trial by way of summary conviction states that the applicant on the 20th day of May, 1979, at the City of Saskatoon in the said province, did unlawfully steal merchandise valued at under \$200., the property of contrary to sections 283 and 294 of the Criminal Code.



Section 294 of the Criminal Code, as enacted by the Criminal Law Amendment Act, 1975, S.C. 1974-75-76, Chapter 93 reads as follows:

294. Except where otherwise provided by law, every one who commits theft

a) is guilty of an indictable offence and is liable to imprisonment for ten years, where the property stolen is a testamentary instrument of where the value of what is stolen exceeds two hundred dollars; or

b) is guilty

i) of an indictable offence and is liable to imprisonment for two years, or

ii) of an offence punishable on summary conviction where the value of what is stolen does not exceed two hundred dollars."

iii) Prior to the 1975 amendment (The amendment came into effect April 26, 1976) Section 294 appeared in the Criminal Code in the following form:

"294. Except where otherwise prescribed by law, every one who commits theft is guilty of an indictable offence and is liable

a) to imprisonment for ten years, where the property stolen is a testamentary instrument or where the value of what is stolen exceeds fifty dollars, or

b) to imprisonment for two years, where the value of what is stolen does not exceed fifty dollars. 1953-54, c.51, s.280.

The nature of the amendment indicates that the intention of Parliament was, by the present section 294(b), to create two separate offences where the value of what is stolen does not exceed \$200. One indictable for which the maximum term of imprisonment that may be imposed is two years, and one an offence punishable on summary conviction.

The conviction registered against the applicant was for the offence punishable on summary conviction.

Section 19 relates the disqualification for admission to Canada to a conviction for an offence that may be punishable by indictment or convictions for two offences punishable on summary conviction. Although the applicant's conduct might have resulted in the Crown seeking a conviction for an indictable offence, the actual conviction was not for an offence that might be punishable by indictment.



Therefore, there being registered against the applicant no conviction for an offence described in section 19(2)(a), and but one conviction for an offence described in section 19(2)(b), he is not a member of the class of persons excluded by that section."

b) FRANCIS I. POTTER - Foreign Conviction

Mr. Potter was convicted in England in 1975 or 1976 of receiving stolen goods, namely, a generator valued at approximately \$30.00 Canadian and sentenced to pay a fine of thirty pounds. The Adjudicator found that, if committed in Canada, the offence would have been an offence under section 312 of the Criminal Code:

"312. (1) Every one who commits an offence who has in his possession any property or thing or any proceeds of any property or thing knowing that all or part of the property or thing or of the proceeds was obtained by or derived directly or indirectly from

a) the commission in Canada of an offence punishable by indictment; or

b) an act or omission anywhere that, if it has occurred in Canada, would have constituted an offence punishable by indictment.

313. Every one who commits an offence under section 312...

b) is guilty

i) of an indictable offence and is liable to imprisonment for two years, or

ii) of an offence punishable on summary conviction,

where the value of what is in his possession does not exceed two hundred dollars.

The submission (by counsel for the applicant) was that there was no evidence on which the Adjudicator could properly find, nor did he find, that the applicant had been convicted on indictment in England. I am not at all sure that there was no material on which the Adjudicator could have found that the applicant was convicted on indictment in England, but I agree that he did not make such a finding.

In my view, it is, at any rate, irrelevant whether the applicant was convicted on indictment in England. The relevant question for the Adjudicator was whether the applicant, had the offence been committed in Canada, could have been convicted of an offence in respect of which he might have been proceeded against by way of indictment in Canada, or whether, if convicted in Canada, he might have been imprisoned for a maximum term of less than ten years. This is precisely the question to which the Adjudicator addressed himself.



Counsel did, however, rely on the decision of this Court in KAI LEE V. MINISTER OF EMPLOYMENT AND IMMIGRATION. In that case, the applicant had been convicted in Canada of theft of goods to a value of less than \$200 and his conviction, as appeared from the certificate of conviction which was received in evidence, had been by way of summary conviction. The conviction thus had obviously been for a summary conviction offence under subparagraph 294(b)(ii) of the Criminal Code and not for an indictable offence under subparagraph 294(b)(i). This Court held that it was not open to the Adjudicator to consider the choice that was open to the appropriate prosecuting authority before it was decided to charge the applicant with the summary conviction offence of which in fact he was subsequently convicted.

That is not this case. Here, there was no conviction under either subparagraph (b)(i) or (b)(ii) of section 313 of the Code. The question the Adjudicator properly asked himself was: If the applicant had committed in Canada the offence of which he was convicted abroad, could he have been charged here with an offence for which he might have been punished here by way of indictment and for which the maximum term stipulated might have been imposed? Having in mind subparagraph (b)(i) of section 313, it is clear that he might have been.

I would observe that, though in relevant aspect the wording of paragraph 19(2)(a) is not as clear as it might have been, as I read it, its necessary implication is that, when a person is convicted abroad of an offence committed abroad, an Adjudicator, in deciding whether the person falls within the class described in the paragraph, must consider what the consequences would be in respect of the offence and might be by way of procedure and penalty had the offence been committed in Canada."

- 4) These two Federal Court decisions define the applicability of paragraphs 19(2)(a) and (b) in relation to mixed offences committed in Canada and foreign convictions where the Canadian equivalent is a mixed offence, as follows:

a) Canadian Convictions

- i) a person convicted after having been tried by way of summary conviction is convicted to an offence punishable on summary conviction;
- ii) a person convicted after having been tried by way of indictment is convicted of an indictable offence.

b) Foreign Convictions

The choice of trial procedures followed by prosecuting authorities abroad is irrelevant. A foreign conviction whose Canadian equivalent is a mixed offence will be considered an indictable offence.



IS 9.18

- 5) It is evident that where a Canadian certificate of conviction is silent on the point of trial procedure, evidence as to whether or not the Crown had chosen to proceed by way of indictment must be produced before admissibility can be determined.
- 6) Where a person was ordered removed from Canada because of paragraph 19(2)(a) in relation to a conviction in Canada for a mixed offence, the Crown having elected to proceed by way of summary conviction, that person should not now be considered to be described in paragraph 19(2)(a). Consent to return should be given as a matter of course unless the person is inadmissible for some other reason.

9.19 Driving While Licence Suspended

- 1) The Supreme Court is of the opinion that Subsection 238(3) of the Criminal Code is ultra vires the Parliament of Canada for constitutional reasons. This means that the equivalent to "a driving while one's licence is suspended conviction" would be under Provincial Law (if any), so that such a conviction would not render one inadmissible.
- 2) Offences Involving Monetary Rules

The Federal Court of Appeal has ruled that the rate of exchange in effect at the time of the commission of an offence must be used when equating foreign and Canadian Criminal Code offences (e.g. theft over \$1,000.00). To assist officers in establishing the monetary equivalents, the Procedures and Instructions Directorate has obtained from the Bank of Canada, International Department, average exchange rates for most currencies from 1959 to date. Enquiries on specific cases should be sent to the Manager, Selection and Inland Control.



PROCEDURES

9.20 DETERMINATION OF ADMISSIBILITY OF A PERSON WHO HAS BEEN CONVICTED OF ONE OR MORE OFFENCES (SEE ALGORITHM 1)

1) a) The following steps are necessary to identify the inadmissible class A19(1)(c), A19(2)(a) and A19(2)(b) into which an offence falls:

- * i) determine that there has been a conviction, bearing in mind 9.05 1);
- ii) examine the offence involved to establish if it is one that is or would be punishable under a Canadian federal statute;
- iii) if the person has more than one conviction, examine each offence in turn;
- * iv) find the equivalent or similar offence in Canadian law bearing in mind IS 9.05 3);
- v) identify the inadmissible class as A19(1)(c) if the maximum imposed sentence is 10 years or more (the actual sentence imposed is irrelevant);
- vi) identify the inadmissible class as A19(2)(a) if the offence is an indictable offence for which a maximum term of imprisonment of less than 10 years may be imposed or a "mixed offence", one that is punishable by indictment or on summary conviction, for instance s.294(b) of the Criminal Code (the fact that the offence might be or has been dealt with on summary conviction is irrelevant);
- * vii) identify the inadmissible class as A19(2)(b) if the person has more than one conviction not arising from a single occurrence (see 9.07 4)) for offences punishable only on summary conviction).

b) Where a person has been convicted of one or more offences which would:

- i) make him a juvenile offender in Canada,
- ii) NOT be punishable under a Canadian federal statute,
- iii) be punishable by summary conviction only and arise from a single occurrence,

such a person is NOT inadmissible on criminal grounds.

2) a) It is then necessary to determine if the statutory time period specified in the identified inadmissible class, has elapsed.



- b) If the statutory time period has not elapsed, the person is inadmissible. Admission may be allowed only by the exercise of discretion pursuant to A19(3) or the issue of a Minister's Permit pursuant to A37 (see IS 10), as the case may be.
 - c) Where the applicable statutory time period has elapsed, a person in the identified inadmissible class A19(2)(b) is no longer inadmissible on that ground.
 - d) Where the applicable statutory time period has elapsed, a person in the identified inadmissible class A19(2)(a), or A19(1)(c), has to prove to the satisfaction of the Minister or the Governor-in-Council, as the case may be, that he has rehabilitated himself. Officers, after satisfying themselves that the person is likely to meet all other requirements, should encourage the applicant to produce evidence of rehabilitation.
- 3) Algorithm 1 shows the person's status of admissibility at the time the immigration officer makes the determination and indicates any additional processing action that might be necessary.

9.21 WAR CRIMES AND CRIMES AGAINST HUMANITY (See also 9.07 2))

1) Question to be Asked of All Applicants

The following question will be incorporated into the Immigrant Application form (IMM 8) and the Immigrant Visa & Record of Landing form (IMM 1000):

"In periods of either peace or war, have you ever been involved in the commission of a war crime or crime against humanity, such as: willful killing, torture, attacks upon, enslavement, starvation or other inhumane acts committed against civilians or prisoners of war; or deportation of civilians?"

Visa officers and ports of entry officers will ask the question verbally, record the answers and retain them on file. The amendment to the forms IMM 8 and IMM 1000 will not alter this requirement.

2) Determination of Necessity for Further Questioning

Visa officers and immigration officers who pose the above question during interviews must determine from the response if further questioning is warranted. Officers should develop their own line of questioning, structured to the circumstances and characteristics of the applicant, keep notes on both the questions and responses, and retain these on file as well. To assist officers in determining the line of questioning, the following are provided:

a) War Crime

The following acts, committed in time of war or international armed conflict, are examples of war crimes:



- 1) Offences committed against the wounded, sick, survivors of sunken ships, prisoners of war, and civilian inhabitants of occupied territories including interned and detained civilians, such as: Attacking without due cause; willful killing; torture or inhumane treatment, including biological, medical or scientific experiments; physical mutilation; removal of tissue or organs for transplantation; any medical procedure not indicated by the health of the person and which is not consistent with generally accepted medical standards; willfully causing great suffering or serious injury to body or health or seriously endangering the physical or mental health; taking of hostages.
- ii) Other offences committed against prisoners of war (POW), such as: Compelling a POW to serve in the armed forces of his enemy; causing the performance of unhealthy, dangerous, or otherwise prohibited labour; infringement of religious rights; and deprivation of the right to a fair and regular trial.
- iii) Other offences committed against survivors of sunken ships, the wounded or sick, such as: When military interests do permit, failure to search out, collect, make provision for the safety of, or to care for survivors of sunken ships, or to care for members of armed forces in the field who are disabled by sickness or wounds or who have laid down their arms and surrendered.
- iv) Other offences committed against civilian inhabitants of, including interned and detained civilians, refugees and stateless persons within occupied or allied territories, such as: Unlawful deportation or transfer, unlawful confinement, compelling forced labour, compelling the civilian inhabitant to serve in the armed forces of the enemy or to participate in military operations, denial of religious rights, denaturalization, infringement of property rights, and denial of a fair and regular trial.

b) Crimes Against Humanity

The following acts, committed against civilians of either one's own or another state, whether occurring in time of war or peace, are examples of crimes against humanity: murder, extermination, starvation, enslavement, torture, deportation, persecution or any other inhumane act committed against civilians, whether or not it was lawful under the laws of the place where the acts were committed.

9.22 EVIDENCE OF CRIMINAL REHABILITATION

- 1) Immigration officers must satisfy themselves that rehabilitation has taken place. Acceptable evidence will be left to the discretion of individual officers and the type of documentation to be requested will depend on the nature and severity of the crime committed, as well as the time which has elapsed since the offence was committed. In many cases, the facts of the case will speak for themselves obviating the need for any specific evidence of rehabilitation.



IS 9.22

- 2) Should evidence be required, officers may consider certificates of rehabilitation, pardons which do not vacate convictions retroactively (see IS 9.05 2)b)) or similar official documents. In addition, letters of recommendation from parole boards, public officials, respectable private citizens or clergymen which need not specifically refer to the conviction, are examples of other documents which may be considered.
- 3) A submission for or against rehabilitation should not be made until the person meets the statutory time requirement for approval, and all information relevant to the case has been obtained and reviewed in detail.

9.23 COMPLETION OF APPROVAL OF REHABILITATION FORM (IMM 1444)

- 1) Reports will be completed on IMM 1444 in all cases of criminal inadmissibility where five years have elapsed since termination of the sentence, whether or not the officer reviewing the case is satisfied that rehabilitation has taken place.



2) Part A

a) "Other Pertinent Information" Section

The section in Part A of IMM 1444 reserved for "Other Pertinent Information" should contain detailed information on the factors which were taken into consideration, such as:

- i) any earlier history of criminal activity;
- ii) nature and frequency of offences and sentences imposed;
- iii) whether there has been further involvement with the law since the offence for which approval of rehabilitation is being sought;
- iv) the person's efforts to rehabilitate himself and his degree of success;
- v) employment history;
- vi) family life;
- vii) standing in his community;
- viii) length of time the person has been a law-abiding member of society;
- ix) destination in Canada (relatives or business community) and whether this environment is conducive to the person's remaining law-abiding;
- x) other relevant information.

b) "Recommendation and Reasons" Section

- i) Officers will make a positive or negative recommendation in the box entitled "Recommendation And Reasons" in Part A of form IMM 1444. Pending revision of IMM 1444, visa officers will sign and date their recommendation in the same box.
- ii) The senior immigration officer will indicate, in the same box, or on an attached sheet if necessary, whether or not he or she agrees with the reviewing officer's recommendation.
- iii) For A19(2)(a) cases originating in Canada, the senior officer may be the CIC supervisor or Manager. For A19(1)(c) cases originating in Canada, a senior regional officer will review the report and make a recommendation.
- iv) Where there is consensus that rehabilitation has not occurred, the application (or request for consideration for in-Canada cases) will be refused and the applicant informed of the reasons for refusal.



IS 9.23

- v) Where there is agreement that rehabilitation has occurred or where there is a difference of opinion, the completed IMM 1444 will be submitted to NHQ.

3) Part B

Part B will be completed in A19(1)(c) cases only.

4) Part C

- a) Part C of IMM 1444 will be completed if Governor-in-Council approval is required to exempt the applicant from other impeding sections of the Act or Regulations, e.g., from the requirement of A9(1).
- b) In A19(1)(c) cases, relief from other impeding sections of the Act and Regulations will be requested from the Governor-in-Council at the same time as approval of rehabilitation. A19(2)(a) cases will be referred automatically for an order-in-council following ministerial approval of rehabilitation.
- c) The following documents should accompany the IMM 1444 if approval of rehabilitation is sought:
- IMM 8 (in the case of an immigrant);
 - IAR (IMM 1104 or IMM 1343 as applicable);
 - court record or certificate of conviction;
 - certificate of good conduct or "no record";
 - evidence of rehabilitation (as applicable).
- * d) Where the applicant has satisfactory evidence that court documents cannot be secured, the immigration officer will explain this on IMM 1444 and attach in lieu thereof a statutory declaration made by the applicant describing the offence on which the determination of inadmissibility under A19(1)(c), A19(2)(a) was based.
- e) All original documents accompanying the submission should also be translated into English or French.
- f) Officers should not offer any encouragement to the applicant until being advised by NHQ that the submission has been approved in principle and forwarded to the Minister in A19(2)(a) cases or to the Governor-in-Council in A19(1)(c) cases. "Own-risk" medical instructions may be issued at this time if required.



* 9.24 SUBMISSION AND PROCESSING OF IMM 1444 (see Appendix "A")

- 1) a) All requests originating abroad, including those where there is a dissenting opinion, will be sent directly to the Director, Case Review Directorate, Operations Branch.
 - b) A19(1)(c) requests originating in Canada will be sent to the regional office where they will be reviewed and transmitted to NHQ with either favourable or negative comments.
 - c) A19(2)(a) cases originating in Canada will be sent directly to the Director, Case Review. Regional comment is not required in these cases, but regions may, individually, request a copy of the submission. Regional officials wishing to submit comments should contact the appropriate Case Review Bureau without delay.
- 2) All submissions containing dissenting opinions, whether originating in Canada or abroad, will be forwarded to the Minister. The Minister will make a determination whether or not rehabilitation has taken place, in A19(2)(a) cases, or whether a formal submission should be made to the Governor-in-Council, in A19(1)(c) cases.
- 3) Governor-in-Council Approval - A19(1)(c)
- a) Authority to grant approval-in-principle has been delegated to the Director, Case Review Directorate, Operations Branch. If approval-in-principle is granted, the request will be submitted to the Governor-in-Council for approval of rehabilitation. Simultaneously a memorandum will be sent to the originating office, with a copy to the appropriate regional office for in-Canada cases, advising that the above action has been taken.
 - b) When the Governor-in-Council has rendered a decision, Part D on the reverse side of copy 1 of form IMM 1444 will be completed and returned to the originating office showing the decision made.
- 4) Ministerial Approval of Rehabilitation Request - A19(2)(a)

The Minister's approval is required in A19(2)(a) cases. On receipt of A19(2)(a) submissions, the Director, Case Review Directorate, will prepare a recommendation for the consideration of the Minister. Simultaneously, a memorandum will be sent to the originating office advising that the above action has been taken. If the Minister approves the request for relief, part D on the reserve side of copy 1 of the IMM 1444 will be completed and returned to the originating office.



5) Refusal of Request for Approval of Rehabilitation

Should the Minister or the Governor-in-Council not give approval to the rehabilitation request, the originating office will be informed by telex (with a copy to the appropriate regional office for in-Canada cases) advising them of the reason for refusal. The originating office will communicate this decision to the applicant.

6) Completion of Processing

In the case of an immigrant, a visa will be issued, or landing will take place from within Canada, when all immigrant requirements have been met. Visitors will be issued a letter stating that their conviction is no longer an impediment to their admission to Canada (see IS 10 Appendix "A").

7) Persons Inadmissible A19(1)(c) and A19(2)(a)

- a) Where applicants who are eligible for relief have more than one conviction making them inadmissible under A19(1)(c) and A19(2)(a), the submissions will be made together in one report on form IMM 1444.
- b) Cases originating in Canada will be sent to the appropriate regional office with a covering memorandum for review and comments and then transmitted to the Director, Case Review, Operations Branch for further processing.

9.25 ANTICIPATED CRIMINAL ACTIVITY

- 1) In the absence of a conviction, criminality can be used to substantiate refusal or removal only if commission of serious offences or furthering of aims of organized crime is anticipated on reasonable grounds (A19(1)(d) and A27(1)(a)). The term "reasonable grounds" means a set of circumstances which would satisfy a normally prudent and cautious person and which are more than mere suspicion.
- 2) The criterion that must be borne in mind in invoking this provision is that the actual harm to individuals in Canada must be anticipated through illegal acts directly tied to the entry or presence in Canada of an individual.
- 3) This provision will not be invoked without appropriate consultation between the Commission and the Department of the Solicitor General. Examining officials both in Canada and abroad will, however, be responsible for reporting information through regular channels indicating that the invoking of this provision is warranted in an individual case.

9.26 DOCUMENTATION OF PERSONS GRANTED ENTRY UNDER A19(3)

Persons granted entry under the discretionary provisions of A19(3) will invariably be documented on IMM 1097 by the senior immigration officer or adjudicator authorizing the entry. This is important both for the protection



of the person concerned as well as for control purposes. Issuing officers must exercise special care in issuing the forms in such a way as to clearly distinguish entries under A19(3) from ordinary visitors' entries. This may be accomplished by inserting in the REMARKS column, in outstanding bold print, the notation:

DISCRETIONARY ENTRY
PURSUANT TO A19(3)

Underneath the above notation, the applicable prohibitive paragraph, e.g., A19(2)(a), should also be inserted in normal print.

9.27 PROCEDURES AT PORT OF ENTRY

For further details, see IE 2.

9.28 PROCEDURES INLAND

For further details, see IE 4.

9.29 REMARKS ENTERED ON FORM IMM 1000 RE APPROVAL UNDER 19(2)a)(i) or (ii)

To prevent endorsements from reflecting adversely on the holder of immigration documents, ensure that reference to "rehabilitation" is omitted.

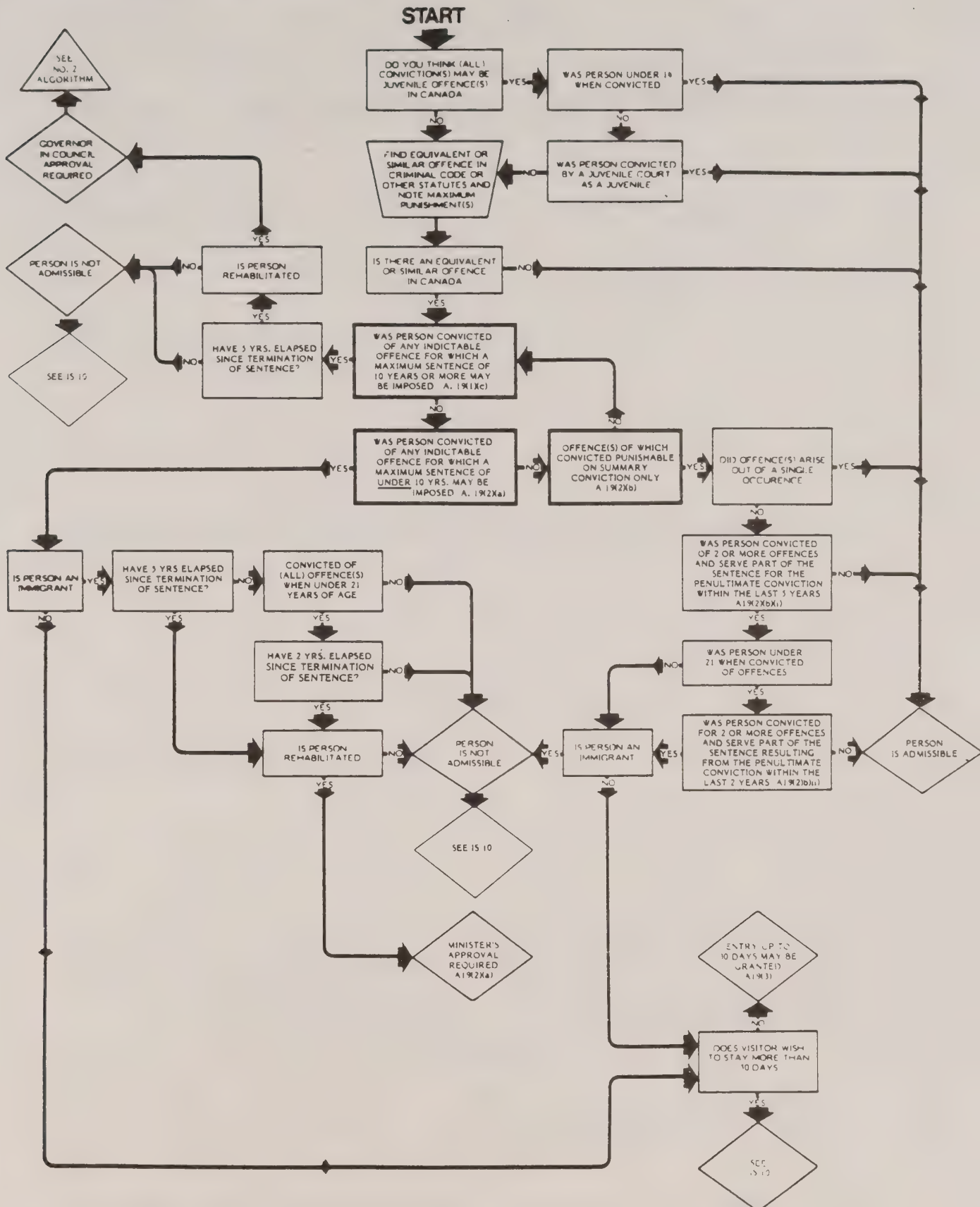
9.30 ADVICE TO CARRIERS CONCERNING INADMISSIBLE INDIVIDUALS (R50(2))

- 1) The delegated authority at Instrument I-34 (chapter IL 3) to Social Affairs Program Managers at posts abroad will be exercised only with respect to cases which originate with CEIC, and under specific instructions from CEIC HQ. Such instructions will provide particulars to support the opinion that the individual is inadmissible under A19(1).
- 2) Program Managers at posts abroad exercising this delegated authority will not base the application of R50(2) upon A19(1)(h).
- 3) Where a post abroad becomes aware that an undesirable person who is believed to be inadmissible under A19(1) may be planning to come to Canada, particulars will be provided by URGENT (deliver by) telex or by telephone to the Director General, Operations, CEIC (819-994-1913). This will enable consideration of R50(2) on an urgent basis.

9.31 ON ... SPARES

ADMISSIBILITY OF PERSONS CONVICTED OF CRIMINAL OFFENCES
A19(1)(c), A19(2)(a), A19(2)(b) AND A19(3)

IS 9
ALGORITHM 1



Employment and
Immigration CanadaEmploi et
Immigration Canada

(ref. at 9.24)

IS 9 APP A

SUBMISSION FOR APPROVAL OF REHABILITATION
DEMANDE D'AUTORISATION RELATIVE À LA RÉHABILITATION

Name of Originating Office - Nom du bureau d'origine		Our File - Notre réf.	Date				
			Type Of Case - Genre de cas <input type="checkbox"/> 19 (1) (c) <input type="checkbox"/> 19 (2) (a)				
			NHQ File No. (If Known) No. de réf. de l'AC (s'il est connu)				
PART A PARTIE A							
Name - Nom			Date Eligible For Rehab. Fin du délai prescrit selon				
POB - LDN	DOB - DDN	Citizenship - Citoyenneté	Status Requested - Statut demandé <input type="checkbox"/> Immigrant <input type="checkbox"/> Visitor-Visiteur				
Date Of Conviction Date de condamnation	Offence- Include Name Of Offence, Statute Convicted Under And Section Infraction - désignation de l'infraction, loi et article applicables		Sentence Imposed Peine infligée				
Canadian Equivalent Offence (If Applicable) Infraction équivalente au Canada (s'il y a lieu)			Penalty Under Canadian Statute Peine selon la loi canadienne				
Circumstances Of Conviction Circonstances de la condamnation							
Other Pertinent Info. - Employment History, Family Life, Reason For Rehabilitation Request, etc. Autres renseignements pertinents - antécédents professionnels, vie familiale, motif de la demande relative à la réhabilitation, etc.							
Recommendation And Reasons Recommandation et raisons			List Of Attachments Pièces jointes				
PART B - TO BE COMPLETED WHEN REQUESTING RELIEF UNDER A 19 (1) (C) PARTIE B - À REMPLIR LORSQU'UNE DISPENSE EST SOLLICITÉE AUX TERMES DU L 19 (1) C)							
I recommend that authority be sought from the governor-in-council on behalf of the person(s) listed in Part A above for relief under A 19(1)(c) Je recommande que soit demandée au gouverneur en conseil l'autorisation de dispenser du L 19(1)(c) les personnes énumérées dans la Partie A ci-dessus <input type="checkbox"/> Yes Oui <input type="checkbox"/> No Non							
PART C - TO BE COMPLETED WHEN REQUESTING AUTHORITY TO ADMIT PERSONS NOTWITHSTANDING R4, R8 (1) (a) TO (e) AND WAIVERS OF A19 (1) OR R14 (1) AS APPLICABLE. PARTIE C - À REMPLIR LORSQUE L'AUTORISATION D'ADMETTRE DES PERSONNES AU CANADA EST SOLLICITÉE NONOBTANT LES R4, R8(1)a) A e) ET LES DISPENSES QUANT AU L9(1) OU AU R14 (1) SELON LE CAS.							
I recommend that authority be sought from the governor-in-council on behalf of the person(s) listed in Part A above to waive the requirements of the Immigration: Je recommande que soit demandée au gouverneur en conseil l'autorisation de dispenser les personnes énumérées dans la Partie A ci-dessus des exigences relatives à l'immigration.							
ACT - LOI	AND/OR REGULATIONS - ET (OU) RÈGLEMENT						
<input type="checkbox"/> 9 (1) Visa	<input type="checkbox"/> 14 (1) Passport Passport	<input type="checkbox"/> 4 Family Class Catégorie de la famille	<input type="checkbox"/> 8 (1) a) Independent Indépendant	<input type="checkbox"/> 8 (1) b) Self Employed Travailleur autonome	<input type="checkbox"/> 8 (1) c) Entrepreneur	<input type="checkbox"/> 8 (1) d) Assisted Rel. Parents aidés	<input type="checkbox"/> 8 (1) e) Retired Retraités
Name Of Reporting Officer (Typed) and Signature Nom de l'agent responsable (dactylographié) et signature				Concurrence Of Senior Immigration Officer (Typed) and Signature Nom de l'agent d'immigration supérieur approuvant la demande (dactylographié) et signature			

This form has been established by the Minister of Employment and Immigration - Formulaire établi par le Ministre de l'Emploi et de l'Immigration

IMM 1444 (04-87)

Canada

White and Canary - NHQ
Pink - Regional Office
Buff - FileBlanc et canari - AC
Rose - Bureau régional
Chamois - Dossier

Chapter 10 replaced by IP-12 (Inland
Processing Manual) per the annual
notice 95-01 (April 1995)

PLASDEX
FOR
CONTAINER

Form 612 (10-12) B
FOR THE **Plasdex** CORPORATION
FEDERAL BUREAU OF INVESTIGATION

CHAPTER 13

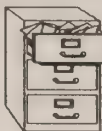



VISITORS

Note: Information relating more precisely to the port of entry and CIC procedures will be found in Chapters IE 2 and IE 4 respectively. Special procedures for visitors are in IS 6.



SELECTION AND CONTROL

SYMBOLS

	<i>Table of Contents</i>
	<i>Authorities</i>
	<i>Guidelines</i>
	<i>Appendix</i>

IS 13 Acronyms	
CEIC	Canada Employment and Immigration Commission
FOSS	Field Operational Support System
IA	Immigration Manual – Administration
IC	Immigration Manual – Classified
IE	Immigration Manual – Examination and Enforcement
IS	Immigration Manual – Selection and Control
NHQ	National Headquarters
RCMP	Royal Canadian Mounted Police



SELECTION AND CONTROL



AUTHORITY	1
GENERAL INTENT	1
13.01 OBJECTIVE	1
13.02 – 13.03 SPARES	1
GUIDELINES	2
13.04 VISITOR (A2(1), A14(3))	2
1) Definition	2
2) Classes of Visitors	2
13.05 VISA	2
1) Definition	2
2) Visa Issuance – General Considerations	2
13.06 SPARE	3
13.07 SECURITY SCREENING OF VISITORS	3
1) Purpose	3
2) Applicability of the Act	3
3) Definition of Security Screening	4
4) Importance of Security Screening	4
5) Use of Security Terms	5
13.08 – 13.10 SPARES	5
13.11 FUNDS	5
13.12 PASSPORT REQUIREMENTS	5
13.13 MEDICAL REQUIREMENTS	5
13.14 RESIDENT STATUS OF APPLICANTS ABROAD	5
13.15 INTENTION OF APPLICANTS (See also IS 1.08)	6
13.16 – 13.20 SPARES	6
13.21 PROCESSING PRIORITIES	6
13.22 – 13.24 SPARES	6
PROCEDURES	7
13.25 PROCESSING OF VISITOR VISA APPLICATIONS	7
1) Application Forms	7
2) Personal Interviews	7
3) Record of Examination	7
13.26 SPARE	7
13.27 NECESSITY OF COUNSELLING VISITORS	7
13.28 SPARE	7



13.29 PROCEDURES FOR ISSUING VISITOR VISAS	7
1) IMM 1346 Visitor Visa	8
2) Revoked	8
3) Revoked	8
4) Diplomatic and Official Visas	8
5) Courtesy Visas	8
13.30 PROCEDURES FOR THE ISSUING COLLECTIVE CERTIFICATES (IMM 1393)	8
13.31 PERSONS WHO HAVE VISITED PUERTO RICO DURING THEIR AUTHORIZED PERIOD OF STAY IN CANADA	10
13.32 – 13.34 SPARES	10
13.35 INADMISSIBLE CLASSES (A19)	10
13.36 PERSONS PREVIOUSLY REMOVED FROM CANADA – SECTION 57 CONSENT	10
13.37 APPLICANTS SEEKING TO QUALIFY FOR PENSION OR ALLOWANCE (See also IS 1.25)	11
13.38 ON... SPARES	11
APPENDIX “A” – COUNTRIES WHOSE CITIZENS REQUIRE VISAS IN ORDER TO ENTER CANADA AS VISITORS	12
APPENDIX “B” – EXEMPTIONS FROM CANADA VISITOR VISA REQUIREMENTS	13
APPENDIX “C” – ADVICE TO MEMBERS OF TOUR GROUPS VISITING CANADA	15
APPENDIX “D” – COLLECTIVE CERTIFICATE	16
APPENDIX “E” – DENIAL OF MINISTER’S CONSENT PURSUANT TO SECTION 55 OF THE IMMIGRATION ACT	17
APPENDIX “F” – MINISTER’S CONSENT PURSUANT TO SECTION 55 OF THE IMMIGRATION ACT	18
APPENDIX “G” – APPLICATION FOR TEMPORARY ENTRY TO CANADA (STUDENT AUTHORIZATION)	19
APPENDIX “H” – APPLICATION FOR TEMPORARY ENTRY INTO CANADA (EMPLOYMENT AUTHORIZATION)	21
APPENDIX “I” – APPLICATION FOR TEMPORARY ENTRY TO CANADA (VISITOR STATUS) .	23



AUTHORITY

Act: 2, 3, 8, 9, 11, 14, 16, 19, 23(1)(b), 27(1), (2), 32(3)(b), 55, 114(1).

Legal Basis	Short Title
A2	Definitions
A3(e), (f), (i) and (j)	Immigration objectives
A8	Burden of proof
A9	Visas
A11	Medical examination required
A14(2)(b)	Authorization to come into Canada
A14(3)	Where visitor may be granted entry
A16	Application by visitor in Canada
A19(1), (2), (3)	Inadmissible Classes
A23(1)(b)	Authorization to come into Canada
A27(1)	Reports on permanent residents
A27(2)	Reports on visitors and other persons
A32(3)(b)	Authorization to come into Canada
A55	Effect of removal orders
A114(1)	Regulations

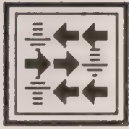
Regulations: 13, 14, 21, 23, 24, Schedule II

GENERAL INTENT

13.01 OBJECTIVE

- 1) The Commission is committed to a policy of facilitating the entry of legitimate visitors for the purpose of fostering trade and commerce, tourism, cultural and scientific activities without bias as to the visitor's race, national or ethnic origin, religion or sex, and to a policy of preventing the admission to Canada of persons likely to engage in criminal activity, or to disrupt the health, safety and good order of Canadian society.
- 2) To achieve this objective, and as provided for in the Immigration Act, the Commission has set forth certain standards and screening procedures which are designed to facilitate and pave the way for the ready entry of bona fide visitors, and, at the same time, to ensure that the potential visitor, who would be a threat to Canadian interests, in whatever way, will find it extremely difficult to enter Canada or, if entry is achieved nonetheless, will not be able to remain in Canada.

13.02 – 13.03 SPARES



GUIDELINES

13.04 VISITOR (A2(1), A14(3))

1) Definition

“Visitor” means a person who is lawfully in Canada, or seeks to come into Canada, for a temporary purpose, other than a person who is

- a) a Canadian citizen;
- b) a permanent resident;
- c) a person in possession of a permit; or
- d) an immigrant authorized to come into Canada pursuant to A14(2)(b), A23(1)(b) or A32(3)(b).

2) Classes of Visitors

The visitor category has three distinct classes, i. e.,

- a) persons seeking entry into Canada as ordinary tourists, or who wish to visit relatives/friends in Canada (this chapter deals primarily with such cases);
- b) persons who seek entry into Canada to study (chapter IS 14 deals exclusively with members of this class);
- c) persons who seek entry into Canada to take up temporary employment (chapter IS 15 deals exclusively with members of this class).

13.05 VISA

NOTE: It should be carefully noted that elements of this chapter and chapters IC 2 and IC 3, as they pertain to “visitor visas”, apply as well to those who seek entry to study or work temporarily in Canada – if they are citizens of countries NOT exempted from the visitor visa requirements (see Appendix “A”). All students require the IMM 1208 student **authorization** mentioned in chapter IS 14, and most temporary workers require the IMM 1102 employment **authorization** mentioned in chapter IS 15 (unless specifically exempted), BUT NOT ALL STUDENTS OR TEMPORARY WORKERS REQUIRE VISITOR VISAS. THE TWO AUTHORIZATIONS ARE NOT VISAS.

1) Definition

A visa is defined in the Act as a “document issued or a stamp impression made on a document by a visa officer”. A visa indicates that the prospective visitor has been prescreened and that the visa officer is satisfied that the visa holder complies with the requirements for admission to Canada (see A9(4)). The determination of who may be allowed to come into Canada rests with the officer at the port of entry. Therefore, to avoid unnecessary disappointment and expenditures by prospective visitors to Canada, it is imperative that consistent standards of admissibility be applied by both the visa officer and the examining officer.

2) Visa Issuance – General Considerations

- a) i) Pursuant to A9(1) and R13(4), all visitors (except persons exempted by Schedule II of the Regulations) must make an application for and obtain a visa before appearing at a port of entry. Appendix “A” provides a complete list of countries whose citizens require visitor visas (based upon Schedule II of the Regulations), while Appendix “B” provides a similar list showing those countries whose citizens are exempt from the visitor visa requirement.



SELECTION AND CONTROL

- ii) The requirement to obtain a visa applies as well to all persons making stopovers at Canadian airports who are nationals of countries listed in paragraph 7 of Schedule II. Such persons are required to obtain Canadian visitor visas regardless of whether the stopover is a scheduled stop or merely for refuelling and regardless of whether they actually deplane while the aircraft is being serviced.
- b) In addition, if the issuance of a visa will facilitate the travel of a visa-exempt person, a visa may be issued, if the visa officer is satisfied that all requirements have been met.
- c) A9(4) states that, where the visa officer is satisfied that it would not be contrary to the Act or Regulations to grant landing or entry to a person who has applied for a visa, he **may** issue a visa to that person. This implies that officers should apply the spirit of the Act and Regulations when determining whether a visa should be issued. However, the permissive nature of A9(4) also allows a visa officer to exercise his discretion and not issue a visa notwithstanding the fact that the applicant technically meets all statutory requirements, if the issuance of such a visa would be detrimental to Canadian interests (e.g., persons with known criminal backgrounds who have managed to avoid conviction).

13.06 SPARE

13.07 SECURITY SCREENING OF VISITORS

NOTE: Elements of the security screening process have been exempted from public access in accordance with the terms of sections 15 and 16 of the Access to Information Act. Visa officers abroad and immigration officers in Canada should read these guidelines in conjunction with the restricted Chapter IC 2.

1) Purpose

To maintain and protect the safety and good order of Canadian society by preventing the admission of persons who threaten the internal security of Canada or endanger the lives or safety of persons in Canada; to promote international order and justice by denying the use of Canadian territory to those who are likely to engage in subversive or criminal activity.

2) Applicability of the Act

- a) A19 applies to persons who are seeking to come into Canada and who are inadmissible by virtue of membership in one or more of the classes of persons described in that section. A27 relates to persons who have been admitted to Canada and who are reportable for having contravened the Act in a manner which calls for their removal. For the purposes of this chapter, the most relevant paragraphs are:
 - i) **A 19(1)(e)**: This covers all subversion, past, present and future, in or outside Canada against democratic institutions or processes as they are understood in Canada. This subsection does not apply to persons who may attempt to subvert nondemocratic regimes. Mere membership in, or association with, an organization which promotes subversion is not ground for inclusion in the category, although such membership or association may constitute evidence that a person comes within this inadmissible class. (Persons who have been involved in subversion or espionage may be admitted, provided they can satisfy the Minister that they are not a threat to Canada).
 - ii) **A 19(1)(f)**: This refers to persons who are likely to engage in or instigate subversion **by force of any** government, while in Canada. Such activities, if conducted in Canada, could en-



danger the Canadian public and our relations with other countries. Activities aimed at the arousal or organization of public sentiment to pressure undemocratic governments to change their policies would not place an individual in this inadmissible class.

- iii) **A 19(1)(g):** Refers to persons likely to engage in acts of violence that would or might endanger the lives or safety of persons in Canada, and members and associates of organizations likely to engage in such acts. (Again, it should be remembered that membership in an organization is not grounds in itself for refusal of a visa.)
- iv) **A 27(1)(a):** Refers to permanent residents who, if they were immigrants, would be inadmissible because they are described in A19(1)(d), (e), or (g).
- v) **A 27(1)(c):** Refers to permanent residents engaged in or instigating subversion by force of any government while in Canada.
- vi) **A 27(2)(c):** Refers to persons in Canada other than Canadian citizens or permanent residents who are engaged in or instigating subversion by force of any government.

b) Criminal Inadmissibility

- i) A19(1)(c) and (d) and A19(2)(a) and (b) refer to persons who have been convicted of, or concerning whom there are reasonable grounds to believe they will commit in Canada, criminal offences of varying degrees of seriousness. Membership in one of these classes may serve to make an individual inadmissible to Canada. These subsections contain provisions which enable an individual to demonstrate that he has been rehabilitated after the passage of a prescribed period of time since the conviction was registered.
- ii) The above is a brief explanation of the subsections of the Immigration Act with which this chapter is primarily concerned. For a more complete understanding, it will be necessary to refer to the legislation itself.

3) Definition of Security Screening

The term security screening refers to the procedures used to identify persons seeking admission to Canada who are, or have been, involved in espionage, subversion, or terrorism. It should be noted that although the term refers to the scrutinization of an applicant's political orientation, beliefs and activities, as part of the normal immigrant selection process, criminal records checks are also conducted wherever possible. In every day use, the term "security screening" has sometimes been expanded to include the measures to identify those who have been convicted of criminal offences. It should be noted, however, that a security screening clearance does **not** mean that the individual does not have a criminal record.

4) Importance of Security Screening

- a) The security of Canada is a matter of vital concern. The guidelines which follow are for the information of visa and examining officers who are responsible for ensuring that persons who are likely to constitute a threat to Canada are denied entry. Every officer should be aware of the significance of these procedures and of the necessity for strict compliance.
- b) Security screening decisions are based on information from every available source. All available information must be carefully weighed against established criteria to determine whether the presence of an individual in Canada is considered to be inimical to the functioning of a democratic society and government as these are understood in Canada. Where there is doubt concerning the security threat posed by an applicant, the interest of Canada should normally be paramount.



SELECTION AND CONTROL

- c) i) The responsibility for responding to queries concerning delays in immigration processing rests with the CEIC. **On no occasion should members of the public be told to direct their inquiries to the Department of External Affairs, CSIS, or any other government department.**
- ii) While Commission officials may refer to the "background inquiries" carried out by the Commission, **it is considered a breach of security to discuss specific details of the security screening process.**

5) Use of Security Terms

- a) All correspondence containing the terms "security screening", "security clearance", or any other term which might identify it as a security matter, will be classified confidential.
- b) Any telex, telegram, or cable containing the terms indicated in (a) must be transmitted in code or cypher or information may be sent by classified letter.

13.08 – 13.10 SPARES

13.11 FUNDS

Visitors must be in possession of or have satisfactory evidence of sufficient funds to maintain themselves in Canada and to effect their departure.

13.12 PASSPORT REQUIREMENTS

Pursuant to the provisions of R14(3), every visitor must be in possession of either a valid and subsisting passport, travel document, or identity document which guarantees his readmission to the country of issue, or of an identity or travel document designated by Schedule VII of the Regulations. Persons described in R14(4), including visitors who are citizen of the United States, legal permanent residents of the United States coming to Canada directly from the U.S. or from St. Pierre and Miquelon, residents of Greenland seeking entry from Greenland, and members of the armed forces of any country included in the Visiting Forces Act (but not including the civilian component) who are seeking entry to carry out official duties for that visiting force or the Canadian forces, are exempt from this requirement.

13.13 MEDICAL REQUIREMENTS

The following visitors are required to undergo a medical examination (see R21 and IS 8 for details):

- 1) persons who are seeking entry or extension of their visitor's status for an aggregate period in excess of six consecutive months, including an actual or proposed period of absence from Canada of less than 14 days; and
- 2) who have resided or sojourned, at any time during the one year period immediately preceding the date of seeking entry, for six consecutive months in an area that, in the opinion of the Minister of Health and Welfare Canada, has a higher incidence of serious communicable disease than Canada;
- 3) "Special Program Students" (see IS 14.05 6));
- 4) persons who will be employed in occupations for which the protection of the public health is essential; and
- 5) persons whom the visa office has reason to believe may be medically inadmissible.

13.14 RESIDENT STATUS OF APPLICANTS ABROAD

The immigration status, whether legal or illegal, of a prospective visitor visa applicant in the country in which he is physically residing has no bearing on his ability to submit an application and may have no bearing on



his admissibility. There is no legal authority in the Immigration Act or Regulations to refuse an application to visit merely on the basis that the person is illegally in the country where the application is being made. Obviously, the bona fides of such applicants should be closely scrutinized. All applicants temporarily in third countries may encounter lengthy delays in the processing of their application as a result of the necessary background inquiries and the routine checks that must be made with the visa office in the person's country of citizenship and/or residence. Applicants will be advised that no expeditious treatment will be accorded their cases in view of their status or the possible risk of their removal.

13.15 INTENTION OF APPLICANTS (See also IS 1.08)

- 1) As a general rule, a person who makes application for permanent residence but whose stated or apparent intention toward residence in Canada is that of a visitor, may not be accepted as an immigrant. There are, however, so many variables in these situations that an officer's decision to deal with an applicant as an immigrant must rest on the circumstances in each case. For example, a person who applies for permanent residence, knowing or anticipating that after an indeterminate period of time his business interests may well require him to move to another country, may be regarded as an immigrant.
- 2) A person who has applied for permanent residence and whose application is in process may be allowed to come into Canada as a visitor, subject to the same requirement as other visitors, if there are substantive reasons for entry and he clearly understands that he must leave Canada in order to obtain an immigrant visa.

13.16 – 13.20 SPARES

13.21 PROCESSING PRIORITIES

Visitor applications will be given as much priority as possible within the restraints imposed by the immigrant levels for the post.

13.22 – 13.24 SPARES



SELECTION AND CONTROL

PROCEDURES

13.25 PROCESSING OF VISITOR VISA APPLICATIONS

1) Application Forms

Applications for visitor visas are made on one of three forms as appropriate, i. e. , IMM 1294 (those wishing to study in Canada – see App. “G”), IMM 1295 (those wishing to take temporary employment in Canada – see App. “H”) or IMM 1296 (those seeking to come to Canada as visitors only – see App. “I”). Such applications will be retained in accordance with guidelines on file retention. Normally, new IMM 1294, 1295 and 1296 (as appropriate) will be completed for each request for a visa. If, at an officer’s discretion, insistence on a completed IMM 1294, 1295 or 1296 will create hardship, embarrassment, or an international incident, the officer may accept an application in an alternate format, as long as sufficient information is provided to ensure a sound decision respecting issuance of the visa. Proper use of an officer’s discretion would include the issuance of a diplomatic, official, or courtesy visa on the basis of a note from a foreign ministry, embassy, or international organization if sufficient information is provided.

2) Personal Interviews

Visitors will normally be interviewed unless, in the opinion of the visa officer, an interview is deemed to be unnecessary. Depending upon local conditions, persons applying outside their country of citizenship or permanent residence should be interviewed and the visa officer should normally check with the post in the applicant’s country of residence to determine if there is an adverse record on the individual.

3) Record of Examination

The visa officer will record his assessment of all the factors which enter into the decision to grant or refuse a visa. The notes contained in this record must clearly justify the action taken.

13.26 SPARE

13.27 NECESSITY OF COUNSELLING VISITORS

- 1) All visitors granted authorization to study or engage in employment and those tourists requiring visitor visas will be counselled prior to entry on their rights and obligations. All other persons calling at posts before visiting Canada should be similarly counselled.
- 2) All visitors should also be told prior to entry that they must have sufficient assets at their disposal to finance their stay, as well as evidence of paid return transportation. Visitors will be advised that the immigration officer at the port of entry will determine the maximum duration of their stay and that departure must be effected before their permission to stay expires.

13.28 SPARE

13.29 PROCEDURES FOR ISSUING VISITOR VISAS

NOTE: Elements of the security screening process have been exempted from public access in accordance with the terms of sections 15 and 16 of the Access to Information Act. Visa officers abroad and immigration officers in Canada should read these guidelines in conjunction with the restricted chapters IC 2 and IC 3.



1) IMM 1346 Visitor Visa

All visitor applicants who are citizens of the countries listed in Appendix "A" to this chapter who are approved for visitor entry into Canada, will be issued an IMM 1346 visitor visa counterfoil in accordance with the special security and coding processes outlined in Chapter IC 3.

2) Deleted

3) Deleted

4) Diplomatic and Official Visas

Diplomatic and official visas are issued to persons who, upon coming to Canada, will be granted privileges and immunities by reason of being regarded by Canada as representatives or officials of foreign governments or international organizations or the families or suites of such persons. Diplomatic visas, in principle, give the holders the right to enter Canada without baggage inspection and provide certain immunities from prosecution and taxation. Official visa holders are entitled to more limited privileges and immunities. Diplomatic or official visas may be issued in diplomatic, consular, official, special, or regular passports, the primary consideration being the reason for coming to Canada and not the type of passport. Detailed instructions on the issuance of diplomatic and official visas are contained in Chapter 10 of the External Affairs Manual of Consular Instructions.

5) Courtesy Visas

Visa officers may issue courtesy visas to persons who, although not entitled to diplomatic privileges and immunities, are by reason of their position or reason for coming to Canada considered of sufficient importance as to warrant a visa to facilitate their admission. Examples of the appropriate use of courtesy visas include the issuance to persons of diplomatic rank coming to Canada for touristic purposes, to members of a trade mission visiting Canada or, just as readily, to visiting well-known professors coming to Canada to attend conferences. Such visas may be issued in any type of passport to persons who require visas or who are normally visa-exempt. The visa is designed to flag the attention of officers at the port of entry to the fact that the individual is considered by the post abroad to warrant particularly expeditious and courteous treatment at the port of entry. Such persons are, however, subject to normal documentation and officers should be certain that a person who is normally subject to referral for a secondary examination (see Appendix "A" to IE 2) understands that a courtesy visa does not exempt him from such procedures.

13.30 PROCEDURES FOR ISSUING COLLECTIVE CERTIFICATES (IMM 1393)

- 1) The Collective Certificate (IMM 1393) has been designed to promote efficient processing of visitors and it may be issued in two instances. One, it may be issued to groups visiting in the U.S.A. who wish to make a brief tour of Canada and whose members require visitor visas. Two, it may be issued to groups flying in transit to destinations other than Canada when the aircraft is scheduled to refuel in Canada and the passengers require visitor visas.
- 2) Collective certificates are issued on a discretionary basis. Where there are enforcement concerns, the collective certificate will be set aside and individual visas will be issued to members of the group who meet immigration requirements. The groups involved would be those where the group organizers, e.g., tour leader or airline operator, are well known to the visa office, are reputable, and have been properly screened. Group visas will not be issued to groups of less than five members.
- 3) Groups wishing to travel on a collective certificate must arrive together, so that their inclusion on the collective certificate can be established at the port of entry, and remain together until all immigration



SELECTION AND CONTROL

and customs formalities are completed. To ensure an understanding of this requirement, the visa officer will insert in each passport the form letter shown in Appendix "C". Group members are expected to leave Canada together.

- 4) To apply for a collective certificate, the following documentation/information must be provided by the group leader to the appropriate post:
 - a) name of the group and group representative;
 - b) list of the group members, with the date of birth and passport number appearing beside each name;
 - c) valid passport/travel document of each member of the group;
 - d) full itinerary for the group, including the name of the transportation company, flight numbers if applicable and estimated times of arrival and departure;
 - e) declaration by the group representative stating that no member of the group has ever:
 - i) been treated for any serious physical or mental disorders or any communicable or chronic diseases;
 - ii) been convicted of any crime in any country;
 - iii) been refused a visa to travel to Canada or been refused admission to or ordered to leave Canada;
 - f) sufficient funds to pay the fee.
- 5) The visa officer will examine the passports, check the Enforcement Information Index and, where applicable, request security clearance in accordance with IC 2.
- 6) Names of the group members will be listed alphabetically on the Collective Certificate (IMM 1393), with the date of birth and passport number appearing beside each name. The last name on the collective certificate will be blocked – off with either the post stamp or consular seal impression. If more than one certificate is necessary, a post stamp or consular seal impression will be placed across the last name on each sheet.
- 7) A Visitor Visa (IMM 1346) will be placed where indicated on the certificate. The visa will be completed in the normal manner, with the visitor code and total number of persons named on the collective certificate indicated in the upper left corner of the visa. The second leaf of the collective certificate will be attached to the visa copy sheet to form the visa register.
- 8) To facilitate procedures at Canadian ports of entry and avoid unnecessary delay, the visa officer will provide the proposed port of entry with the following information:
 - a) name of the group;
 - b) name of the group leader;
 - c) name of the transportation company;
 - d) number of persons in the group;
 - e) date and anticipated time of arrival.

This information should be provided at least 48 hours in advance, by fax or telex, if necessary.

- 9) A visitor who has been allowed to come into Canada on the basis of a group visa has the same status as a person who was issued an individual visa. Such a person is expected to leave Canada within the authorized period of stay, but an extension of that period may be considered in the normal manner. However, the applicant will be subject to the normal cost recovery fee for a visitor visa extension.



Groups from the U.S.

- a) Collective certificates may be issued to organized tour groups visiting in the United States who wish to make a brief tour in Canada and whose members require visitor visas. While collective certificates are normally issued to tour groups travelling by bus or automobile, they may also be issued to tour groups travelling from the U.S.A. via aircraft.
- b) If the collective certificate is issued to an organized tour group which is operated by a transportation company, originates in and will return to the United States, and remains in Canada for less than 48 hours, the applicants are exempt from paying the fee.

Transit Visas

- a) A collective certificate may be used as a group transit visa. Passengers flying to locations other than Canada but whose flight transits through Canada, may be issued a collective certificate. Any person disembarking in Canada, either to visit Canada or to continue their transit on a flight other than the one they arrived on, may not be included on the collective certificate.
- b) Whenever a collective certificate is used to document groups transiting through Canada, the mission will deliver the completed form to representatives of the airline transporting the passengers, with the instruction that the form be in the possession of the purser on the transiting aircraft and be available for examination by Canadian officials upon arrival in Canada.
- c) Subjects who are included on a transit collective certificate are fee exempt.

13.31 PERSONS WHO HAVE VISITED PUERTO RICO DURING THEIR AUTHORIZED PERIOD OF STAY IN CANADA

Such persons are considered to be included in the visa exemption provided by paragraph 13, Schedule II, of the Immigration Regulations. (See also IE 2.52.)

13.32 – 13.34 SPARES

13.35 INADMISSIBLE CLASSES (A19)

Persons described in A19(1) and (2) are inadmissible to Canada as visitors and will be refused a visa (see also IS 13.07 2)). There may, however, be cases where the visa officer is of the opinion that a person described in A19(1) or (2) should be allowed to come into Canada because of compelling humanitarian or compassionate reasons. Such cases should be referred to the officer in charge of the visa office for consideration of a Minister's Permit. For instructions concerning permits, see IS 10.11 4) and 10.26 2) (medical inadmissibility), IS 10.15 5) and 10.27 2) (criminal), IS 10.20 (security), IS 10.25 and 10.28 for all other grounds of inadmissibility.

13.36 PERSONS PREVIOUSLY REMOVED FROM CANADA – SECTION 55 CONSENT

- 1) A19(1)(i) precludes the admission to Canada of any person who requires the consent of the Minister pursuant to A55. A55 stipulates that a person who has been removed from or otherwise left Canada following the issuance of a **deportation order** requires the consent of the Minister to come into Canada or, following the issuance of an **exclusion order**, requires the consent of the Minister to come into Canada, for a period of twelve months following that person's departure from Canada.
- 2) Officers in charge of visa offices have been authorized by the Minister to consent to the return to Canada of persons described in A55 (see Instrument I-8 at Chapter IL 3). Since the granting of consent under A55 merely removes the person from the inadmissible class of A19(1)(i), consent can be given anywhere the grounds for the deportation or exclusion order no longer exist or have been overcome. If



SELECTION AND CONTROL

the inadmissible grounds continue, then the person must be dealt with by Minister's Permit (see 13.35 above). Officers in charge should determine meritorious cases on humanitarian and compassionate considerations but, before consent is granted, it is **essential** that the immigration office in Canada, responsible for the removal order, be contacted to ensure that all facts surrounding the case are known, and to obtain a recommendation concerning the reentry to Canada.

- 3) Minister's consent for visitors is recorded on IMM 1203; denial of consent is recorded on IMM 1202. If consent is granted, one copy of IMM 1203 should be given to the person concerned and additional copies sent to RCMP Headquarters, Attention: International Exchange Section, and to the immigration office responsible for the original removal order. Further, an additional copy should be included with your regular batches of the Immigration Assessment Record (IMM 1343) and sent to NHQ. The data will be placed in the FOSS system for ease of reference. Where a person is listed in the Enforcement Information Index, steps must be taken to have his name removed in accordance with established procedures. In cases where consent is refused, the original IMM 1202 will be placed on file with a copy sent to the relevant immigration office.

13.37 APPLICANTS SEEKING TO QUALIFY FOR PENSION OR ALLOWANCE (See also IS 1.25)

Persons believing they have a claim to a Canadian pension or other allowance may apply for admission as visitors in order to meet residence requirements attendant on the granting of the pension or allowance. Such persons must fully comply with the requirements for admission applicable in their case. Immigration officers do not consider their possible qualification for the pension or allowance, or its anticipated benefits, as a factor in determining admissibility.

13.38 ON... SPARES



APPENDIX "A" COUNTRIES WHOSE CITIZENS REQUIRE VISAS IN ORDER TO ENTER CANADA AS VISITORS

(references at 13.05 (NOTE), 13.05 2) and 13.30 1))

Afghanistan (see Note)	Germany	Oman
Albania	Ghana	Pacific Islands - U.S. Trust Terr. of
Algeria	Guatemala	Pakistan
Angola	Guinea - Rep. of	Panama
Argentina	Guinea-Bissau	Paraguay
Armenia	Guyana	Peru
Azerbaijan	Haiti	Phillipines
Bahrain	Honduras	Poland
Bangladesh	Hungary	Portugal
Belarus	Indonesia	Qatar
Belize	India	Romania
Benin	Iran	Russia
Bhutan	Iraq	Rwanda
Bolivia	Ivory Coast	Sao Tome e Principe
Bosnia-Herzegovina	Jamaica	Senegal
Brazil	Jordan	Seychelles
Bulgaria	Kampuchea	Sierra Leone
Burkina Faso	Kazakhstan	Slovenia
Burma	Kenya	Somali Republic
Burundi	Kyrgyzstan	South Africa-Rep. of
Cameroun	Korea(North) (see Note)	Sri Lanka
Cape Verde Islands	Korea (South)	Sudan
Central African Republic	Kuwait	Surinam
Chad	Laos	Syria
Chile	Latvia	Tadjikistan
China	Lebanon	Taiwan (see Note)
Colombia	Lesotho	Tanzania
Comoros	Liberia	Thailand
Congo	Libya	Togo
Croatia	Lithuania	Tonga
Cuba	Malagasy Republic	Trinidad and Tobago
Czechoslovakia	Malawi	Tunisia
Djibouti	Maldives	Turkmenistan
Dominican Republic	Mali Republic	Turkey
Ecuador	Mauritania	Uganda
Egypt	Mauritius	Ukraine
El Salvador	Moldova	United Arab Emirates
Equatorial Guinea	Mongolian People's Rep.	Uruguay
Estonia	Morocco	Uzbekistan
Ethiopia	Mozambique	Vietnam
Fiji	Nepal	Yemen - People's Democratic Rep. of
Gabon	Nicaragua	Yemen Arab Republic
Gambia	Niger	Yugoslavia
Georgia	Nigeria	Zaire
		Zambia

NOTE: There are special procedures in effect for persons using travel documents issued by these regimes (Chapter IC 2).



APPENDIX "B" EXEMPTIONS FROM CANADA VISITOR VISA REQUIREMENTS

(reference at 13.05 2))

1) Citizens of

Andorra	Iceland	St. Kitts & Nevis
Antigua & Barbuda	Ireland	St. Lucia
Australia	Israel	St. Vincent
Austria	Italy	San Marino
Bahamas	Japan	Saudi Arabia
Barbados	Kiribati	Singapore
Belgium	Liechtenstein	Solomon Islands
Botswana	Luxembourg	Spain
Brunei	Malaysia	Swaziland
Costa Rica	Malta	Sweden
Cyprus	Mexico	Switzerland
Denmark	Monaco	Tuvalu
Dominica	Namibia	** United States of America
Finland	Nauru	Vanuatu
France	Netherlands	Venezuela
Germany—Federal Rep. of	New Zealand	Western Samoa
Greece	Norway	Zimbabwe
Grenada	Papua New Guinea	

2) British Citizens and British Overseas Citizens who are re—admissible to the United Kingdom.

3) Citizens of British dependent territories who derive their citizenship through birth, descent, registration or naturalization in one of the British dependent territories of Anguilla, Bermuda, British Virgin Islands, Caymen Islands, Falkland Islands, Gibraltar, Hong Kong, Montserrat, Pitcairn, St. Helena or the Turks and Caicos Islands.

** The people of Guam, Northern Mariana Islands, Puerto Rico and the U. S. Virgin Islands are non—voting U.S. citizens and are visa exempt. Residents of American Samoa and Palau are U. S. nationals and are visa exempt.

The Marshall Islands and Micronesia concluded Compacts of Free Association with the United States in 1986. These islands thus became self—governing. Residents of the Marshall Islands and Micronesia are neither U. S. citizens nor U. S. nationals and require visitor visas.

4) Persons holding passports or travel documents issued by the Holy See.

5) Nationals of the United States and persons lawfully admitted to the United States for permanent residence.

6) Members of a crew who seek entry for shore leave or an off—duty period, or for some other legitimate and temporary purpose, and persons who seek entry to become members of a crew, other than citizens of a foreign country with which the Government of Canada has entered into an agreement whereby such members of a crew or persons are required to obtain visas.



- 7) Persons who are in transit through Canada on a flight which stops in Canada solely for the purpose of refuelling, except persons who
 - (a) are in transit through Canada on a flight that has a scheduled refuelling stop in Canada; and
 - (b) are not nationals of the country where the transportation company operating the flight has its head office.
- 8) Members of the armed forces of a country that is a designated state for the purposes of the Visiting Forces Act who are seeking entry in order to carry out their official duties, other than persons who have been designated as civilian components of that force.
- 9) Persons coming to Canada from the United States for an interview with a United States consular officer concerning a United States immigrant visa where they are in possession of evidence satisfactory to an immigration officer that they will be granted re-entry to the United States.
- 10) Revoked
- 11) Persons in possession of valid and subsisting student authorizations or employment authorizations seeking to return as visitors to Canada from the United States or St. Pierre and Miquelon where the authorizations were issued prior to the departure of those persons from Canada. (See IS 13.31.)
- 12) Persons holding passports containing a valid and subsisting "Diplomatic Acceptance", "Consular Acceptance" or "Official Acceptance" stamp issued by the Chief of Protocol for the Department of External Affairs on behalf of the Government of Canada.
- 13) Persons visiting Canada who, during that visit, also visit the United States or St. Pierre and Miquelon and return to Canada therefrom as visitors within the period authorized on their initial entry or any extension thereto. (See IS 13.31.)
14. Persons holding valid and subsisting diplomatic passports issued to them by a country with which Canada has entered into an agreement whereby each country is to exempt holders of such passports from the requirements to obtain visas. **Currently, the only country with which we have entered into such an agreement is Turkey.**
15. Persons holding valid and subsisting official, special or service passports, issued to them by a country with which Canada has entered into an agreement whereby each country is to exempt from the requirement to obtain visas those holders of such passports who are seeking entry in order to carry out their official duties. **Currently, the only country with which we have entered into such an agreement is Turkey.**



SELECTION AND CONTROL

APPENDIX "C"
ADVICE TO MEMBERS OF TOUR GROUPS VISITING CANADA

(Ref. at IS 13.30 3))

As a member of an organized tour group you have been included in a group visa which will facilitate your entry into Canada for a specific period.

Since you would not be admissible to Canada without a visa, and the group visa which has been issued will be held by your tour leader, it is essential that you remain with your group upon arrival until all immigration and customs formalities have been completed. Also, even though an immigration stamp will be placed in your passport, we suggest that you retain this letter with your passport during your trip.

We hope that your visit to Canada will be a pleasant one.

NOTE: This is a **specimen** letter with **suggested wording**. Preference as to final wording, and the use of word processors to produce "original" letters at the local office level (in lieu of preprinted form letters) is left to the discretion of local managers **as long as the original intent is not changed**. Any office using preprinted form letters (i. e., not on a word processor) must be guided by CEIC "Forms Management Policy" (see Appendix "B" of Chapter IA 7).



SELECTION AND CONTROL

APPENDIX "D"
COLLECTIVE CERTIFICATE

COLLECTIVE CERTIFICATE

CERTIFICAT DE GROUPE

SEE INSTRUCTIONS ON REVERSE

VOIR LES INSTRUCTIONS AU VERSO

NAME AND ADDRESS OF TOUR AGENCY - NOM ET ADRESSE DE L'AGENCE DE VOYAGE

NAME OF TOUR AGENT - NOM DE L'AGENT DE VOYAGE

TELEPHONE - TÉLÉPHONE

NAME AND ADDRESS OF TOUR LEADER - NOM ET ADRESSE DU CHEF DU GROUPE

SEX - SEXE

DATE OF BIRTH - DATE DE NAISSANCE

CITIZEN OF - CITOYEN DE

PASSPORT NO. - N° DU PASSERPORT

INTENDED MODE OF TRAVEL - MOYEN DE TRANSPORT PRÉVU
☐ AIR ☐ AUTOMOBILE ☐ VAN ☐ FERRYBOAT
ETC.

INTENDED DATE AND PORT OF ARRIVAL IN CANADA - DATE ET PORT D'ARRIVÉE PRÉVUS AU CANADA
D - J M Y - A PORT - PORT

INTENDED DATE AND PORT OF DEPARTURE FROM CANADA - DATE ET PORT DE DÉPART PRÉVUS DU CANADA
D - J M Y - A PORT - PORT

LIST GROUP MEMBERS ALPHABETICALLY (NO FEWER THAN FIVE) - ÉNUMÉREZ LES MEMBRES DU GROUPE DANS L'ORDRE ALPHABÉTIQUE (GROUPE COMPOSÉ D'AU MOINS CINQ PERSONNES)

LIST NO. - N°	SURNAME - NOM DE FAMILLE	GIVEN NAMES - PRÉNOMS	SEX - SEXE M - F	DATE OF BIRTH - DATE DE NAISSANCE	CITIZEN OF - CITOYEN DE	PASSPORT NO. - N° DU PASSERPORT
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

OFFICIAL USE ONLY (DO NOT COMPLETE) - RÉSERVÉ

THIS DOCUMENT WHEN VISAS, IS VALID FOR A SINGLE JOURNEY TO CANADA.
LE PRÉSENT DOCUMENT, LORSQU'IL Y A DES VISA, EST VALABLE POUR UN SEUL VOYAGE AU CANADA.

CANADIAN OFFICIAL IN U.S.A. TO
APPLY VISA (IMM. 1346) HERE

L'AGENT CANADIEN AUX ÉTATS-UNIS
DOIT APPOSER LE VISA (IMM. 1346)
DANS CETTE CASE

TO BE COMPLETED BY EXAMINING OFFICER AT CANADIAN PORT OF ENTRY
DOIT ÊTRE REMPLI PAR L'EXAMINATEUR AU PORT D'ENTRÉE AU CANADA.

THE FOLLOWING DID NOT APPEAR FOR EXAMINATION (CIRCLE CORRESPONDING LIST NO.) - LES PERSONNES SUIVANTES NE SE SONT PAS PRÉSENTÉES LORS DE LA VÉRIFICATION (ENTOUREZ D'UN CERCLE LES NUMÉROS CORRESPONDANTS DE LA LISTE)

☐ NA OR - OU 1 2 3 4 5 6 7 8 9 10
SO 11 12 13 14 15 16 17 18 19 20

BOND ON IMM. 514 - DÉPÔT DE GAGE (IMM. 514)

☐ NA OR - OU SERIAL NO. - N° DE SÉRIE
SO

TO BE COMPLETED AT CANADIAN PORT OF DEPARTURE
DOIT ÊTRE REMPLI AU PORT DE DÉPART DU CANADA.

THIS FORM WAS SURRENDERED ON
LE PRÉSENT FORMULAIRE A ÉTÉ REMIS LE D - J M Y - A

THE FOLLOWING PERSONS DID NOT LEAVE CANADA WITH THE GROUP (CIRCLE CORRESPONDING LIST NO.) - LES PERSONNES SUIVANTES N'ONT PAS QUITTÉ LE CANADA AVEC LE GROUPE (ENTOUREZ D'UN CERCLE LES NUMÉROS CORRESPONDANTS DE LA LISTE)

☐ NA OR - OU 1 2 3 4 5 6 7 8 9 10
SO 11 12 13 14 15 16 17 18 19 20



APPENDIX "E"
**DENIAL OF MINISTER'S CONSENT PURSUANT TO SECTION 55 OF THE
IMMIGRATION ACT**



Employment and Immigration Canada Emploi et Immigration Canada

PROTECTED WHEN COMPLETED
PROTÉGÉ UNE FOIS REMPLI - **A**

**DENIAL OF MINISTER'S CONSENT
PURSUANT TO SECTION 55
OF THE IMMIGRATION ACT**

**AUTORISATION DU MINISTRE REFUSÉE
EN APPLICATION DE L'ARTICLE 55
DE LA LOI SUR L'IMMIGRATION**

For purposes of Section 55 of the Immigration Act and
the exclusion/deportation order

Aux fins de l'article 55 de la Loi sur l'immigration et de
la mesure d'expulsion/exclusion rendue

dated/le _____

at/à _____

against/contre _____
(Full name of person concerned/Nom de la personne en cause)

date of birth _____ country of birth _____
date de naissance _____ pays de naissance _____

consent for the return, entry or admission of the
above-named person to Canada is hereby denied.

*l'autorisation pour le retour, le séjour ou l'admission
de la personne susnommée au Canada est, par les
présentes, refusée.*

MINISTER OF EMPLOYMENT AND IMMIGRATION
MINISTRE DE L'EMPLOI ET DE L'IMMIGRATION

Signature

Date

c.c. RCMP/IES
GRC/SEI

Place - Endroit

File No. - Référence

IMM 1202 (11-90) 0

THIS FORM HAS BEEN ESTABLISHED BY THE MINISTER OF EMPLOYMENT AND IMMIGRATION
FORMULAIRE ÉTABLI PAR LE MINISTRE DE L'EMPLOI ET DE L'IMMIGRATION

Canada



APPENDIX "F"

MINISTER'S CONSENT PURSUANT TO SECTION 55 OF THE IMMIGRATION ACT



Employment and Immigration Canada Emploi et Immigration Canada

MINISTER'S CONSENT
PURSUANT TO SECTION 55
OF THE IMMIGRATION ACT

AUTORISATION DU MINISTRE
EN APPLICATION DE L'ARTICLE 55
DE LA LOI SUR L'IMMIGRATION

For purposes of Section 55 of the Immigration Act, and
the exclusion/deportation order

Aux fins de l'article 55 de la Loi sur l'immigration et de
la mesure d'expulsion/exclusion rendue

dated/le _____

at/à _____

against/contre _____
(Full name of person concerned/Nom de la personne en cause)

date of birth _____ country of birth _____
date de naissance _____ pays de naissance _____

☐ consent is hereby granted for the admission to
Canada for permanent residence of the above-named
person subject to compliance with the Immigration Act
and Regulations.

☐ l'autorisation est par les présentes accordée pour
l'admission au Canada en vertu de la résidence per-
manente de la personne susnommée compte tenu
des dispositions de la Loi et du Règlement sur l'im-
migration.

☐ consent is hereby granted for the entry to Canada
of the above-named person from time to time, sub-
ject to compliance with the Immigration Act and Regu-
lations.

☐ l'autorisation est par les présentes accordée à la per-
sonne susnommée par le séjour de temps à autre au
Canada, compte tenu des dispositions de la Loi et
du Règlement sur l'immigration.

MINISTER OF EMPLOYMENT AND IMMIGRATION
MINISTRE DE L'EMPLOI ET DE L'IMMIGRATION

Signature

Date

c.c. RCMP/IES - GRC/SEI
c.c. ORC - CDR

Place - Endroit

File No. - Référence

MM. 1203 VP-1 (10-88)B

THIS FORM HAS BEEN ESTABLISHED BY THE MINISTER OF EMPLOYMENT AND IMMIGRATION
FORMULAIRE ÉTABLI PAR LE MINISTRE DE L'EMPLOI ET DE L'IMMIGRATION

Canada



SELECTION AND CONTROL

APPENDIX "G"
APPLICATION FOR TEMPORARY ENTRY TO CANADA
(STUDENT AUTHORIZATION)

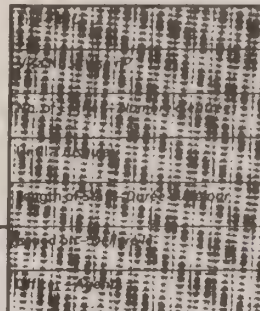
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PROTÉGÉ UNE FOIS REMPLI



Employment and Immigration Canada Emploi et Immigration Canada

APPLICATION FOR
TEMPORARY ENTRY TO CANADA
(STUDENT AUTHORIZATION)

DEMANDE D'AUTORISATION DE
SÉJOUR TEMPORAIRE AU CANADA
(PERMIS DE SÉJOUR POUR ÉTUDIANT)



1. Surname (Family name) Nom de famille		First Name Prénom	Middle name Autres prénoms	
2. Present address - Adresse actuelle				
3. Address in home country - Adresse dans le pays d'origine <input type="checkbox"/> Same as in question 2 or Préciser si elle diffère de celle donnée au 2				
Telephone number - Numéro de téléphone ▶				
4. Date of Birth - Date de naissance D-J M Y-A		5. Place of Birth - Lieu de naissance City/Town - Ville/Village Prov./State - Prov./État Country - Pays		
6. Citizen of Citoyenneté				
7. Sex - Sexe <input type="checkbox"/> Male <input type="checkbox"/> Female Homme Femme		8. Present marital status - État civil <input type="checkbox"/> Unmarried (never married) <input type="checkbox"/> Engaged <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Divorced Célibataire Fiancé(e) Marié(e) Veuf (Veuve) Séparé(e) Divorcé(e)		
9. Personal details of family members who will accompany me to Canada Renseignements sur les membres de ma famille qui m'accompagneront au Canada				
Family name Nom de famille	First and second names Prénoms	Date and place of birth Date et lieu de naissance	Relationship to me Lien de parenté	Citizenship Citoyenneté
a)				
b)				
c)				
d)				
e)				
f)				
10. Passport details for myself and for persons listed in question 9 Précisions portées sur le passeport - Visiteur et personnes mentionnées au 9				
First name Prénom	Passport number N° du passeport	Country of issue Pays de délivrance	Date of issue Date de délivrance	Date of expiry Date d'expiration
Applicant Requérant				
a)				
b)				
c)				
d)				
e)				
f)				

IMM 1294 (03-90) B

This form has been established by the Minister of Employment and immigration
Formulaire établi par le Ministre de l'Emploi et de l'Immigration

Canada



APPENDIX "G" (Cont'd)
APPLICATION FOR TEMPORARY ENTRY TO CANADA
(STUDENT AUTHORIZATION)

11. I have been accepted at (attach original of letter of acceptance) - J'ai été accepté à (joindre l'original de la lettre d'acceptation)									
Name of school Nom de l'établissement d'enseignement					Complete address of school in Canada Indiquer l'adresse au complet de cet établissement au Canada				
12. My course of study will be - Études en									
13. Total length of course in - Durée totale du cours									
Years and / or An (s)		Months Mois		Starts on - Du			Finishes on - Au		
				D-J	M	Y-A	D-J	M	Y-A
14. The cost of my studies will be (in Canadian dollars) Coût de mes études (en dollars canadiens)				Tuition Frais de scolarité \$		Room and Board Pension \$		Other Autre \$	
15. I intend to take - Je compte emporter au Canada				16. My expenses in Canada will be paid by - Mes dépenses au Canada seront assumées par					
Cdn. \$				to Canada with me (en dollars canadiens)		<input type="checkbox"/> Myself Moi-même		<input type="checkbox"/> Other (specify) D'autres (préciser)	
17. As proof of my ability to support myself (and my family, if applicable) I attach - Pour prouver que j'ai les moyens de subvenir à mes propres besoins (et à ceux de ma famille, s'il y a lieu) je joins									
<input type="checkbox"/> Bank statement Un relevé bancaire									
<input type="checkbox"/> Foreign Exchange Control Authorization to transfer funds Une autorisation de virer des fonds au Canada (nécessaire dans le cas des pays où il existe un contrôle des changes)									
<input type="checkbox"/> Other (specify) Autres (préciser)									
18. Have you or any member of your family ever: ("x" the appropriate box) Les questions suivantes s'adressent également au visiteur et à tout membre de sa famille (Inscrire "x" dans la case appropriée)									
a) Been treated for any serious physical or mental disorders or any communicable or chronic diseases? Vous a-t-on jamais traité(e) pour une maladie mentale ou physique grave, ou pour une maladie contagieuse ou chronique?									
<input type="checkbox"/> Yes Oui									
<input type="checkbox"/> No Non									
b) Been convicted of any crime in any country? Vous a-t-on jamais trouvé(e) coupable d'un acte criminel dans quelque pays que ce soit?									
<input type="checkbox"/> Yes Oui									
<input type="checkbox"/> No Non									
c) Been refused admission to or ordered to leave Canada? Vous a-t-on jamais refusé l'admission au Canada ou enjoint de quitter le Canada?									
<input type="checkbox"/> Yes Oui									
<input type="checkbox"/> No Non									
d) Been refused a visa to travel to Canada? Vous a-t-on jamais refusé l'autorisation de séjour au Canada?									
<input type="checkbox"/> Yes Oui									
<input type="checkbox"/> No Non									
e) Obtained a Canadian Social Insurance Number? Vous a-t-on jamais attribué un numéro d'assurance sociale au Canada?									
<input type="checkbox"/> Yes Oui									
<input type="checkbox"/> No Non									
f) In periods of either peace or war, have you ever been involved in the commission of a war crime or crime against humanity, such as: willful killing, torture, attacks upon, enslavement, starvation or other inhumane acts committed against civilians or prisoners of war; or deportation of civilians? En période de paix ou de guerre, avez-vous déjà participé à la commission d'un crime de guerre ou d'un crime contre l'humanité, c'est-à-dire de tout acte inhumain commis contre des populations civiles ou des prisonniers de guerre, par exemple, l'assassinat, la torture, l'agression, la réduction en esclavage ou la privation de nourriture, etc., ou encore participé à la déportation de civils?									
<input type="checkbox"/> Yes Oui									
<input type="checkbox"/> No Non									
If the answer to any of the above is "yes", give details below - Si vous avez répondu "oui" à l'une ou l'autre question ci-dessus, veuillez donner les précisions									
19. During the past five years have you or any family member accompanying you lived in any other country for more than six months? Au cours des derniers cinq ans, avez-vous vécu dans un autre pays pendant plus de six mois? Ne pas oublier les membres de votre famille qui vous accompagneront au Canada									
<input type="checkbox"/> Yes Oui									
<input type="checkbox"/> No Non									
20. If answer to question 19 is "yes" list countries and length of stay Si la réponse au 19 est affirmative, indiquer le nom de ces pays et la durée du séjour									
Country - Pays		Length of Stay Durée du séjour		Country - Pays		Length of Stay Durée du séjour			
I declare that I have answered all required questions in this application fully and truthfully Je déclare avoir donné des réponses exactes et complètes à toutes les questions de la présente demande									
Signature of Applicant - Signature du requérant					Date				



SELECTION AND CONTROL

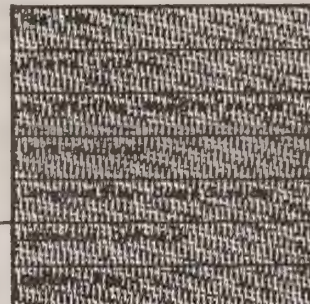
APPENDIX "H"
APPLICATION FOR TEMPORARY ENTRY INTO CANADA
(EMPLOYMENT AUTHORIZATION)



Employment and Immigration Canada Emploi et Immigration Canada

APPLICATION FOR
TEMPORARY ENTRY INTO CANADA
(EMPLOYMENT AUTHORIZATION)

DEMANDE D'AUTORISATION DE
SÉJOUR TEMPORAIRE AU CANADA
(PERMIS DE TRAVAIL)



1. Surname (Family name) <i>Nom de famille</i>		First Name <i>Prénom</i>		Middle name <i>Autres prénoms</i>	
2. Present address – Adresse actuelle				3. Address in home country – Adresse dans le pays d'origine <input type="checkbox"/> Same as in question 2 or Préciser si elle diffère de celle donnée au 2	
Telephone number – Numéro de téléphone ▶					
4. Date of Birth – Date de naissance D-J M Y-A		5. Place of Birth – Lieu de naissance City/Town – Ville/Village Prov./State – Prov./État		6. Citizen of Citoyenneté	
7. Sex – Sexe <input type="checkbox"/> Male / Homme <input type="checkbox"/> Female / Femme		8. Present marital status – État civil <input type="checkbox"/> Unmarried / Never married / Célibataire <input type="checkbox"/> Engaged / Fiancé(e) <input type="checkbox"/> Married / Marié(e) <input type="checkbox"/> Widowed / Veuf (Veuve) <input type="checkbox"/> Separated / Séparé(e) <input type="checkbox"/> Divorced / Divorcé(e)			
9. Personal details of family members who will accompany me to Canada Renseignements sur les membres de ma famille qui m'accompagneront au Canada					
Family name <i>Nom de famille</i>		First and second names <i>Prénoms</i>		Date and place of birth <i>Date et lieu de naissance</i>	Relationship to me <i>Lien de parenté</i>
Citizenship <i>Citoyenneté</i>					
a)					
b)					
c)					
d)					
e)					
f)					
10. Passport details for myself and for persons listed in question 9 Précisions portées sur le passeport – Visiteur et personnes mentionnées au 9					
First name <i>Prénom</i>	Passport number <i>N° du passeport</i>	Country of issue <i>Pays de délivrance</i>	Date of issue <i>Date de délivrance</i>	Date of expiry <i>Date d'expiration</i>	
Applicant <i>Requérant</i>					
a)					
b)					
c)					
d)					
e)					
f)					

IMM 1295 VP-P (10-88) B

This form has been established by the Minister of Employment and Immigration
Formulaire établi par le Ministre de l'Emploi et de l'Immigration

Canada



SELECTION AND CONTROL

ordonnancAPPENDIX "H" (Cont'd)
APPLICATION FOR TEMPORARY ENTRY INTO CANADA
(EMPLOYMENT AUTHORIZATION)

11. My present occupation is – Profession actuelle				12. I have held my present job for J'occupe mon emploi actuel depuis				Months Mois	Years An(s)
13. The name and address of my employer and the type of business are – Nom et adresse de mon employeur (préciser également le genre d'entreprise)									
14. The name and address of my prospective employer in Canada are: (Attach original copy of offer of employment) Nom et adresse de mon employeur éventuel au Canada (joindre l'original de l'offre d'emploi)									
15. My occupation in Canada will be – Ma profession au Canada sera					16. My salary will be – Mon salaire sera de \$ Cdn. \$ (en dollars canadiens)				
17. I am expected to start my employment on Je suis censé commencer à travailler le		D-J	M	Y-A	18. My employment is expected to finish on Il est prévu que mon emploi prendra fin le		D-J	M	Y-A
19. Have you or any member of your family ever: Les questions suivantes s'adressent également au visiteur et à tout membre de sa famille. ("x" the appropriate box) (Inscrire "x" dans la case appropriée)									
a) Been treated for any serious physical or mental disorders or any communicable or chronic diseases? Vous a-t-on jamais traité(e) pour une maladie mentale ou physique grave, ou pour une maladie contagieuse ou chronique?					<input type="checkbox"/> Yes Oui <input type="checkbox"/> No Non				
b) Been convicted of any crime in any country? Vous a-t-on jamais trouvé(e) coupable d'un acte criminel dans quelque pays que ce soit?					<input type="checkbox"/> Yes Oui <input type="checkbox"/> No Non				
c) Been refused admission to or ordered to leave Canada? Vous a-t-on jamais refusé l'admission au Canada ou enjoint de quitter le Canada?					<input type="checkbox"/> Yes Oui <input type="checkbox"/> No Non				
d) Been refused a visa to travel to Canada? Vous a-t-on jamais refusé l'autorisation de séjour au Canada?					<input type="checkbox"/> Yes Oui <input type="checkbox"/> No Non				
e) Obtained a Canadian Social Insurance Number? Vous a-t-on jamais attribué un numéro d'assurance sociale au Canada?					<input type="checkbox"/> Yes Oui <input type="checkbox"/> No Non				
f) In periods of either peace or war, have you ever been involved in the commission of a war crime or crime against humanity, such as: willful killing, torture, attacks upon, enslavement, starvation or other inhumane acts committed against civilians or prisoners of war; or deportation of civilians? En période de paix ou de guerre, avez-vous déjà participé à la commission d'un crime de guerre ou d'un crime contre l'humanité, c'est-à-dire de tout acte inhumain commis contre des populations civiles ou des prisonniers de guerre, par exemple, l'assassinat, la torture, l'agression, la réduction en esclavage ou la privation de nourriture, etc., ou encore participé à la déportation de civils?					<input type="checkbox"/> Yes Oui <input type="checkbox"/> No Non				
If the answer to any of the above is "yes", give details below – Si vous avez répondu "oui" à l'une ou l'autre question ci-dessus, veuillez donner les précisions									
20. During the past five years have you or any family member accompanying you lived in any other country for more than six months? Au cours des derniers cinq ans, avez-vous vécu dans un autre pays pendant plus de six mois? Ne pas oublier les membres de votre famille qui vous accompagneront au Canada									
21. If answer to question 20 is "yes" list countries and length of stay Si la réponse au 20 est affirmative, indiquer le nom de ces pays et la durée du séjour									
Country – Pays		Length of Stay Durée du séjour		Country – Pays		Length of Stay Durée du séjour			
I declare that I have answered all required questions in this application fully and truthfully Je déclare avoir donné des réponses exactes et complètes à toutes les questions de la présente demande									
Signature of Applicant – Signature du requérant					Date				



SELECTION AND CONTROL

APPENDIX "I"
APPLICATION FOR TEMPORARY ENTRY TO CANADA
(VISITOR STATUS)



Employment and Immigration Canada Emploi et Immigration Canada

PROTECTED WHEN COMPLETED
PROTÉGÉ LORSQU'IL EST REMPLI

APPLICATION FOR
TEMPORARY ENTRY TO CANADA
(VISITOR STATUS)

DEMANDE D'AUTORISATION DE
SÉJOUR TEMPORAIRE AU CANADA
(STATUT DE VISITEUR)

File - Ref.
Visa No. - Visa n°
No. of Entries - Nombre d'entrées
Until - Jusqu'à
Length of Stay - Durée du séjour
Issued on - Délivré le
Officer - Agent

1. Surname (Family name)
Nom de famille

First Name
Prénom

Middle name
Autres prénoms

2. Present address - Adresse actuelle

3. Address in home country - Adresse dans le pays d'origine

☐ Same as in question 2 or
Préciser si elle diffère de celle donnée au 2

Telephone number - Numéro de téléphone ▶

4. Date of Birth - Date de naissance
D-J M Y-A

5. Place of Birth - Lieu de naissance
City/Town - Ville/Village

Prov./State - Prov./État

Country - Pays

6. Citizen of
Citoyenneté

7. Sex - Sexe

☐ Male

☐ Female

Homme Femme

8. Present marital status - État civil

☐ Unmarried
(never married)
Célibataire

☐ Engaged
Fiancé(e)

☐ Married
Marié(e)

☐ Widowed
Veuf (Veuve)

☐ Separated
Séparé(e)

☐ Divorced
Divorcé(e)

9. Personal details of family members who will accompany me to Canada
Renseignements sur les membres de ma famille qui m'accompagneront au Canada

Family name Nom de famille	First and second names Prénoms	Date and place of birth Date et lieu de naissance	Relationship to me Lien de parenté	Citizenship Citoyenneté
a)				
b)				
c)				
d)				
e)				
f)				

10. Passport details for myself and for persons listed in question 9
Précisions portées sur le passeport - Visiteur et personnes mentionnées au 9

First name Prénom	Passport number N° du passeport	Country of issue Pays de délivrance	Date of issue Date de délivrance	Date of expiry Date d'expiration
Applicant Requérant				
a)				
b)				
c)				
d)				
e)				
f)				

IMM 1296 (05-90) B

This form has been established by the Minister of Employment and Immigration
Formulaire établi par le Ministre de l'Emploi et de l'Immigration

Canada



APPENDIX "I" (Cont'd)
APPLICATION FOR TEMPORARY ENTRY TO CANADA
(VISITOR STATUS)

11. The purpose of my visit to Canada is - <i>Objet de ma visite au Canada</i>				12. My present occupation is - <i>Profession actuelle</i>						
13. Name, address and relationship of any person(s) whom I will visit are - <i>Nom et adresse de toute personne à qui je rendrai visite et lien de parenté</i>										
Name - <i>Nom</i>		Address in Canada - <i>Adresse au Canada</i>			Relationship to me - <i>Lien de parenté</i>					
14. I intend to be in Canada between <i>J'ai l'intention de séjourner au Canada du</i>				D-J	M	Y-A	and <i>au</i>	D-J	M	Y-A
15. On this trip, I intend to leave and re-enter Canada <i>Pendant mon séjour, j'ai l'intention de quitter le Canada et d'y revenir</i>				Times - <i>fois</i>						
16. The approximate date of my final entry will be <i>La date approximative de ma dernière entrée au Canada est</i>				D-J	M	Y-A				
17. Funds available for my stay in Canada <i>Je dispose, pour mon séjour, de</i>				\$ Cdn.		(en dollars canadiens)				
18. Have you or any member of your family ever: <i>Les questions suivantes s'adressent également au visiteur et à tout membre de sa famille</i>				("x" the appropriate box) <i>(Inscrire "x" dans la case appropriée)</i>						
a) Been treated for any serious physical or mental disorders or any communicable or chronic diseases? <i>Vous a-t-on jamais traité(e) pour une maladie mentale ou physique grave, ou pour une maladie contagieuse ou chronique ?</i>				<input type="checkbox"/> Yes <i>Oui</i>		<input type="checkbox"/> No <i>Non</i>				
b) Been convicted of any crime in any country? <i>Vous a-t-on jamais trouvé(e) coupable d'un acte criminel dans quelque pays que ce soit ?</i>				<input type="checkbox"/> Yes <i>Oui</i>		<input type="checkbox"/> No <i>Non</i>				
c) Been refused admission to or ordered to leave Canada? <i>Vous a-t-on jamais refusé l'admission au Canada ou enjoint de quitter le Canada ?</i>				<input type="checkbox"/> Yes <i>Oui</i>		<input type="checkbox"/> No <i>Non</i>				
d) Been refused a visa to travel to Canada? <i>Vous a-t-on jamais refusé l'autorisation de séjour au Canada ?</i>				<input type="checkbox"/> Yes <i>Oui</i>		<input type="checkbox"/> No <i>Non</i>				
e) Obtained a Canadian Social Insurance Number? <i>Vous a-t-on jamais attribué un numéro d'assurance sociale au Canada ?</i>				<input type="checkbox"/> Yes <i>Oui</i>		<input type="checkbox"/> No <i>Non</i>				
f) In periods of either peace or war, have you ever been involved in the commission of a war crime or crime against humanity, such as: willful killing, torture, attacks upon, enslavement, starvation or other inhumane acts committed against civilians or prisoners of war; or deportation of civilians? <i>En période de paix ou de guerre, avez-vous déjà participé à la commission d'un crime de guerre ou d'un crime contre l'humanité, c'est-à-dire de tout acte inhumain commis contre des populations civiles ou des prisonniers de guerre, par exemple, l'assassinat, la torture, l'agression, la réduction en esclavage ou la privation de nourriture, etc., ou encore participé à la déportation de civils ?</i>				<input type="checkbox"/> Yes <i>Oui</i>		<input type="checkbox"/> No <i>Non</i>				
If the answer to any of the above is "yes", give details below - <i>Si vous avez répondu "oui" à l'une ou l'autre question ci-dessus, veuillez donner les précisions</i>										
19. During the past five years have you or any family member accompanying you lived in any other country for more than six months? <i>Au cours des derniers cinq ans, avez-vous vécu dans un autre pays pendant plus de six mois ? Ne pas oublier les membres de votre famille qui vous accompagneront au Canada</i>										
<input type="checkbox"/> Yes <i>Oui</i> <input type="checkbox"/> No <i>Non</i>										
20. If answer to question 19 is "yes" list countries and length of stay <i>Si la réponse au 19 est affirmative, indiquer le nom de ces pays et la durée du séjour</i>										
Country - <i>Pays</i>	Length of Stay <i>Durée du séjour</i>	Country - <i>Pays</i>	Length of Stay <i>Durée du séjour</i>							
I declare that I have answered all required questions in this application fully and truthfully <i>Je déclare avoir donné des réponses exactes et complètes à toutes les questions de la présente demande</i>										
Signature of Applicant - <i>Signature du requérant</i>					Date					

Form 612 (10-12) B - (2)
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CHAPTER 14

STUDENTS



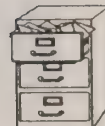
SELECTION AND CONTROL

SYMBOLS

	<i>Table of Contents</i>
	<i>Authorities</i>
	<i>Guidelines</i>
	<i>Appendix</i>
	<i>Index</i>

IS 14 Acronyms

AUCC	Association of Universities and Colleges of Canada
CAQ	Certificat d'acceptation du Québec
CEC	Canada Employment Centre
CIC	Canada Immigration Centre
CIDA	Canadian International Development Agency
CSQ	Certificat de Sélection du Québec
CVV	Canada Visitor Visa
DMP	Designated Medical Practitioner
FC	Family Class
HWC	Health & Welfare Canada
IE	Immigration Examination and Enforcement Manual
FDM	Foreign Domestic Movement
IL	Immigration Legislation Manual
LRFM	Last Remaining Family Member
NHQ	National Headquarters
OIC	Order in Council



SELECTION AND CONTROL

AUTHORITY	1
GENERAL INTENT	1
14.01 OBJECTIVE	1
14.02 COMMITMENT TO STUDENTS	1
14.03 SPARE	1
GUIDELINES	2
14.04 DEFINITIONS AND AUTHORIZATIONS	2
1) Foreign Students	2
2) Requirements	2
3) Academic, Professional or Vocational Training	2
4) Short-term Language Courses	2
14.05 INTERPRETATION AND GUIDELINES	3
14.06 – 14.09 SPARES	3
PROCEDURES	4
14.10 INQUIRIES RECEIVED IN CANADA	4
14.11 LETTERS OF ACCEPTANCE	4
1) Period of Instruction	4
2) Particulars	4
3) Applicant to Meet Conditions	4
4) Student Destined to Quebec	4
5) Institutions not Accessible to Foreign Students	4
14.12 SHORT-TERM COURSES	5
14.13 SPARE	5
14.14 PRESCRIBED INSTITUTION	5
1) Institutions Listed in Schedule III	5
2) Factors in Prescribing an Institution	6
3) Grounds for Prescribing an Institution	6
14.15 FUNDS	6
1) Documentary Evidence of Funds	6
2) Availability of Funds – Foreign Exchange Control	6
3) Source of Income	6
4) Financial Requirements for Students	7
14.16 LANGUAGE REQUIREMENTS	8
14.17 COMPLETION OF THE STUDENT AUTHORIZATION (IMM 1208) (see App. “D”)	8
14.18 STUDENT AUTHORIZATION – TERMS AND CONDITIONS	8
1) Terms and Conditions	8
2) Primary and Secondary	8
3) Post Secondary	8
4) FDM	9



14.19 DURATION OF STUDENT AUTHORIZATION	9
1) Primary and Secondary Level	9
2) Post Secondary Level	9
3) Exceptions to Long-Term Student Authorizations	9
14.20 STUDENT AUTHORIZATION – EXTENSIONS OF STATUS	9
1) Duty to Act Fairly	9
2) Considerations Taken into Account	10
3) Extensions to Existing 1208's	10
4) Extensions to Special Programs Students	10
5) Changes in Terms and Conditions	10
14.21 COUNSELLING OF STUDENTS	10
14.22 – 14.24 SPARES	11
14.25 PEOPLE'S REPUBLIC OF CHINA	11
1) Beijing/Hong Kong Processing	11
2) Privately Funded Students (CSV)	11
3) Priority	11
4) Extensions of Status	11
14.26 DEPENDANTS OF DIPLOMATIC PERSONNEL	11
14.27 SPECIAL PROGRAM STUDENTS	12
1) CIDA	12
2) Government of Canada Awards to Foreign Nationals – Scholarships, Research Scholarships and Fellowships	14
14.28 ELDERHOSTEL PROGRAM	14
14.29 NO OBJECTION LETTERS	14
14.30 STUDENTS – ISSUANCE OF MINISTER'S PERMITS	14
14.31 STUDENT EMPLOYMENT	15
14.32 ON ... SPARES	15
APPENDIX "A" – TUITION FEES – CANADIAN UNIVERSITIES	17
APPENDIX "B" – TUITION FEES – INSTITUTIONS PROVIDING PRIMARY, SECONDARY AND COLLEGE EDUCATION	19
APPENDIX "C-1" – LIVING ACCOMMODATION COSTS IN INSTITUTION'S RESIDENCES OR HOUSING	20
APPENDIX "C-2" – ADDITIONAL FEES FOR FULL-TIME STUDENTS AT CANADIAN UNIVERSITIES, 1989-90	22
APPENDIX "D" – SAMPLE OF IMM 1208	24
APPENDIX "E" – LETTER OF NO OBJECTION – SAMPLE (Ref. at IS 14.29)	25
INDEX	27



AUTHORITY

Act: 3(e), 10(a) and (b), 114(1)(g).

Legal Basis	Short Title
A3(e)	Immigration objectives
A10(a) and (b)	Applications by students
A114(1)(g)	Regulations

Regulations: 2, 15, 16, 17, 23 and 24, Schedule III

GENERAL INTENT

14.01 OBJECTIVE

The Commission is committed to a policy of meeting international objectives of encouraging the free flow of ideas and greater international understanding. By and large, this objective can be met by an orderly and responsible movement of foreign students to Canada.

14.02 COMMITMENT TO STUDENTS

- 1) When accepting a student, the Commission accepts, in fact, a commitment to that individual which is more serious and more long-term than that made in the case of a simple tourist to Canada. It is therefore important that the examination of the potential student be quite thorough and that all areas of potential problems be cleared up before an authorization is issued.
- 2) Once a student enters Canada, it is on the presumption that it will be for the duration of a complete course of studies. This is recognized by the increasing use of long-term authorizations being granted in many student cases (see also IS 14.19).

14.03 SPARE



GUIDELINES

14.04 DEFINITIONS AND AUTHORIZATIONS

1) Foreign Students

Foreign students, for the purpose of the legislation and of this Chapter, are visitors who need student authorizations to take any courses in Canada as described in A 10(a) and (b).

2) Requirements

In addition to being visitors, students must also meet the statutory requirements applicable to those who seek to enter Canada as visitors such as visa and medical requirements, where applicable.

3) Academic, Professional or Vocational Training

- a) No definition of the words "Academic, Professional or Vocational Training" is contained in the Act. We have adopted what is considered to be a reasonable interpretation of the meaning of "Academic, Professional or Vocational Training" namely that such phrase in the Act does not encompass short-term, self-improvement, general interest type courses. As a result, the Immigration Act does not require persons to obtain student authorizations for these courses.

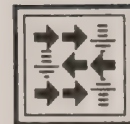
Unlike professional or vocational training, these courses are generally characterized by a lack of formal curriculum, a lack of formal examination and a lack of official credit towards a degree or diploma. Although some of the skills learned in these courses might prove to be potentially useful in the workplace, they are not primarily directed towards career training. Such courses may be offered, among others, by local school boards in continuing education or as "hobby courses", "self improvement courses" or as "life skills" and can range from flower arranging to cake decorating, to auto mechanics, to typing or language courses.

- b) In administering the provisions of the Act in regard to foreign students, officers must make the distinction between the courses offered within the purview of A10 (a) and (b) and those described above in order to determine whether or not a student authorization is required.

4) Short-Term Language Courses

- a) Regulation 14.2(b) authorizes visitors to enter Canada or to remain in Canada to attend a French or English language training course of three months duration or less, without a student authorization. The three-month criterion was established after negotiations with the provinces, who have responsibility for education. Before this development, visitors wishing to take language training had to obtain a student authorization regardless of the length of course (R17(1)(e)).
- b) The criteria which must be met under R14.2(b) are:
 - (1) the course **taken or to be taken** must be either a French or English language course; and
 - (2) the course must be of three months duration or less.

Both criteria are essential.
- c) There is no requirement that the course be incidental or secondary to the main purpose of that person's presence in Canada and there are no restrictions placed on the hours of instruction



per week. Under normal circumstances there should be no need for Immigration to see these students.

- d) Visitors attending language training per R14.2(b) are not eligible to apply for student authorizations in Canada (unless some other regulatory provision applies). Those wishing to continue language training beyond the three-month period or those wishing to enrol in other educational programs must leave Canada and obtain student authorizations in the normal manner.

14.05 INTERPRETATION AND GUIDELINES

- 1) **All** visitors intending to study in Canada must apply for, and obtain, a student authorization (see also IS 13.05).
- 2) The Act requires that such an authorization be sought and obtained prior to arrival at a port of entry. Those categories of students described in R15(2) or (3), however, may apply for and obtain their authorization on arrival at ports of entry.
- 3) Students may not normally apply for student authorizations from within Canada, except those who are as described in R16(1). Of particular note here is R16(1)(b) which refers to visitors who, while here for a reason other than to study, decide to engage in studies as a secondary pursuit, and are thus entitled to apply for authorizations from within Canada.
- 4) The types of studies for which authorizations may be issued are described in R17(1). Normally, it is expected that the provisions of R17(1)(a) and (b) will be the standard governing studies in most cases. There will be cases, however, where the time and institutional standards will not apply, but where the person is nonetheless to be considered a student for purposes of an authorization. This will be the case for those described in R17(1)(c), (d) and (e).
- 5) Visitors who have bought tour packages which include a study content do not need student authorizations.
- 6) There are no additional medical requirements for students which do not apply to ordinary visitors. Because the medical expenses of special Program Students in Canada are borne by the sponsoring body, however, as a matter of course, **all Special Program Students** (see IS 14.27) will continue to be medically examined.
- 7) Students who seek to take employment in Canada are subject to employment authorization and validation requirements (except where eligible under validation exemption codes such as C05, D35, E06, E07, E08 (see IS 15.11, 15.12 and 15.15)).
- 8) Children who attend day care centres and nursery schools do not fall within the parameters of A10(b) and do not, therefore, require student authorizations.

14.06 – 14.09 SPARES



PROCEDURES

14.10 INQUIRIES RECEIVED IN CANADA

CICs receiving an inquiry from a student abroad will send the letter of inquiry to the appropriate visa office (see Chapter IS 28) without acknowledgement to the writer.

14.11 LETTERS OF ACCEPTANCE

1) Period of Instruction

A letter of acceptance for a student coming to an institution described in R17(1)(a) must not only indicate the course of studies for which the student has been accepted, but must also specify that the course involves full-time study for a period of at least six months. It should be noted that the 24-hour requirement cannot always be applied in a simple, mechanical or judgment-free manner. Provided the institution is of good standing and operating in accordance with provincial legislation, the following factors may be included in calculating the period of instruction:

- a) laboratory time;
- b) library time;
- c) outside work or other assignment which can be considered an integral part of a course of study;
- d) study hall time.

2) Particulars

A student coming forward to attend an institution described in R17(1)(b), (c), (d) or (e) must present an original letter of acceptance or an original computer letter of acceptance bearing the school, school board, district, division or university's letterhead. The letter must specify the type of studies to be undertaken and confirm acceptance. Courses taken under one of these Regulations may be part-time and may be of less than six months duration.

3) Applicant to Meet Conditions

If a school, school board, district, division or university issues a letter of acceptance subject to certain conditions (i.e. payment of fees, proof of language competence, completion of a previous degree), it is the responsibility of the visa or immigration officer to ensure that the applicant fully complies before the authorization is issued.

4) Student Destined to Quebec

Students destined to the province of Quebec, with the exception of students chosen under a Canadian government assistance program for developing countries, must also be in possession of a "Certificat d'acceptation du Québec" (CAQ) before being eligible for a student authorization.

5) Institutions not Accessible to Foreign Students

Student authorizations shall not be issued on the basis of letters of acceptance to institutions listed in Schedule III (see Regulation 17(2)) – See also IS 14.14.



SELECTION AND CONTROL

14.12 SHORT-TERM COURSES

- 1) Apart from full-time academic training, the Regulations outline situations where short-term courses may render a visitor eligible for a student authorization.
- 2) R17(1)(c) enables federal and provincial government departments or agencies to accept foreign students for courses which they may initiate from time to time (e.g., RCM police course).
- 3) a) R17(1)(d) provides for the issuance of authorizations where the course is incidental and secondary to the main purpose of a person's presence in Canada. This provides for short-term courses by persons who are already in Canada for a primary purpose that is other than academic and can include any type of legitimate (full-time or part-time) course given at any institution, as long as it can be considered that the taking of the course will not jeopardize the main purpose which the person has in coming to Canada (e.g., a temporary foreign worker would hardly be considered for full-time courses, for, by attending such, he would be jeopardizing his primary purpose in being in Canada).
b) The decision as to whether or not to issue a student authorization under R17(1)(d) must be linked to the "incidental and secondary" concept. Officers must make a distinction as to whether the taking of any course on a part-time or evening (or on a temporary) basis is, in fact, quite secondary or incidental to the main purpose of the individual's presence in Canada or whether it is the primary reason. If it is for the latter reason, then R17(1)(d) could not apply. (See also IE 4.35(2)(b).)
- 4) R17(1)(e) provides for upgrading of skills or language training. This section is generally intended to apply to those persons who already have a basic ability which they want to develop further (e.g., aviation or helicopter training), or those who might require some language training either for itself or to enable the student to meet language requirements to enter university or college. Here again, there are no time constraints, but the course should be of a continuing nature and occupy the student for the purpose stated. Officers must ascertain whether the course providing for upgrading of skills or language training falls within the purview of A 10(b) or is merely a self improvement course in which case a student authorization is not required.

14.13 SPARE

14.14 PRESCRIBED INSTITUTION

1) Institutions listed in Schedule III

Letters of acceptance to the institutions listed in Schedule III (see R17(2)) are not acceptable for student admission. The Commission, obviously, does not want to issue student authorizations valid for educational institutions which may be engaged in unethical recruitment or dubious business practices, or which, in other ways, exploit potentially vulnerable foreign students. Regional Directors of Immigration, following an investigation, should advise the Director General, Policy and Program Development Branch, NHQ, of any institution which they consider warrants inclusion in the list, given their reasons. Prior to making their recommendations, Regional Directors should consider the following factors (note that this list of factors is not exclusive):

- a) whether the courses of study meet the requirements of R17(1)(a);
- b) whether the institution is registered in accordance with provincial legislation. Institutions not meeting this requirement should be recommended for prescription;
- c) whether the institution operates in accordance with provincial legislation and concerns, especially as it relates to the refund of tuition fees, finances and advertising;



SELECTION AND CONTROL

- d) whether the institution has been involved in misrepresentation of any description, i.e. in its advertising or promotion overseas regarding the existence, level or quality of its courses; the transferability of credits earned; the availability and quality of any accommodation provided; the quality of facilities and instructional materials; the credentials of staff, etc; or in its operation in Canada. Institutions whose facilities are so poor that they are incapable of keeping students for the duration of the course of study should be considered suspect;
- e) whether any evidence of mind-abuse practices, para-military training or harassment of present or former students exists. (Allegations of this type should be investigated and reported on a priority basis).

2) Factors in prescribing an Institution

The reaction of visa officers and officials in countries where recruitment is undertaken, of current and former students, of current and former teaching staff and of the Canadian public should also be taken into consideration and form part of the recommendation.

3) Grounds for prescribing an Institution

In exceptional cases, depending on the relative "weight", or severity, of the criterion, the existence of only one factor may provide adequate grounds for recommending that an educational institution be prescribed. Generally, however, it will be the existence of a number of factors which leads to such a decision.

14.15 FUNDS

1) Documentary Evidence of Funds

On submitting an application for a student authorization, a prospective student must present documentary evidence that there is a reliable source of funds adequate to cover his tuition, maintenance (including that of any accompanying dependants) and return transportation. In the absence of such evidence satisfactory to a visa or immigration officer, his application will not be approved.

2) Availability of Funds – Foreign Exchange Control

Foreign exchange control measures are in effect in many countries. Where a student is dependent on such controlled funds, he should be required to present either:

- a) a letter from a Canadian financial institution stating that funds necessary for the entire upcoming academic year are on deposit with them in the applicant's name;
- b) a bank draft in convertible currency for an amount equal to the funds required for the upcoming academic year and made payable jointly to the educational institution and the applicant; or
- c) written assurance from his bank that he has sufficient funds and from the foreign exchange control authorities that he will be permitted to export a sum adequate for his maintenance in Canada.

3) Source of Income

In assessing the adequacy of a student's financial resources, officers may take into consideration such sources as funds derived through scholarships, fellowships, assistantships, etc, as well as financial support or support in kind from relatives in Canada. Funding from other sources, either in Canada or abroad may also be considered, however, these also must be examined closely for reliability. Officers will not



SELECTION AND CONTROL

consider as reliable sources, the student's possible earnings from part-time or summer employment. Foreign students in Canada, as visitors, are ineligible for benefits under the "Canada Student Loan Act".

4) Financial Requirements for Students

The following do not apply to students funded from Canadian sources (CIDA, Commonwealth or Provinces) and from Government-to-Government cost recoverable arrangements (e.g., Nigeria or Venezuela). In those cases, sufficient financial resources will be taken for granted as part of the sponsorship agreement.

- a) i) *Off campus living expenses.* The following amounts apply to a single student attending an eight month program and include food, accommodation, transportation, medical insurance, books, clothing and sundries. The amounts are approximate but were valid to January 1990. Off campus living expense figures will often be outdated as they are based on retroactive cost of living information provided by Statistics Canada. In such instances, officers should add 5% per year to the figures listed to arrive at an updated value. The amounts shown are also subject to regional variations, even within provinces. Where these are not the same as information provided by a province or a recommended academic institution, the latter should apply.

LIVING EXPENSES

Atlantic Provinces:

Newfoundland, New Brunswick, Nova Scotia and Prince Edward Island	\$6,500.00
--	-------------------

Quebec

Refer to IS 7.23 for further information regarding expenses for students destined to Quebec. These figures are provided by the responsible Quebec authorities (MCCIQ) and are amended upon receipt of notification of changes from them. At time of publication Quebec requires \$7,200 for a single student; \$11,600 for a student with one dependent, and \$1,200 more for each additional dependent.

Ontario	\$9,200.00
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Prairie Provinces:

Manitoba, Saskatchewan, Alberta	\$7,300.00
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British Columbia	\$8,700.00
-------------------------	-------------------

The amounts shown are approximate and are subject to regional variations, even within provinces. In such cases, the amounts shown by either the province or an academic institution should prevail.

- ii) *On campus living expenses.* On campus living expenses are listed in Appendix C.
- b) *Tuition Fees.* Tuition fees for universities are listed in Appendix "A" and Tuition fees for Primary, Secondary and College level study are listed in Appendix "B". Students should ask the institutions to provide them with a letter stating the fee structure for the academic year for which they propose to enrol. Schedules of tuition fees are not usually received or published much in advance of any given academic year. Consequently, the fees listed may be out of date. Adjusting the listed figures upward by 5% will provide a reasonably accurate figure for assessment of an application.



SELECTION AND CONTROL

- c) *Dependants*. To determine costs for accompanying dependants for students destined to all provinces except Quebec, officers will add to the general total 60% of the living expenses total for one dependant and \$1,200.00 per year for each additional dependant. For information on expenses for dependents of students destined to Quebec please refer to IS 7.23 4). At time of publication Quebec requires \$11,600 for a student with one dependent and \$1,200 more for each additional dependent.

14.16 LANGUAGE REQUIREMENTS

Where it seems clear that the lack of English or French will make it extremely difficult for a student to follow the desired course of studies, he should be discouraged. In the event that a letter of acceptance has been issued, the institution concerned should be contacted and informed of the lack of language ability. If the institution, in spite of our observations, maintains the acceptance, then we should proceed with the application.

14.17 COMPLETION OF THE STUDENT AUTHORIZATION (IMM 1208) (see App. "D")

Refer to Chapter ID 4.30 for detailed instructions on the completion and coding of IMM 1208.

14.18 STUDENT AUTHORIZATION – TERMS AND CONDITIONS

1) Terms and Conditions

The following is a list of all prescribed terms and conditions. These are all on FOSS.

1. Prohibited from engaging in employment in Canada.
2. Attendance at the University, College or Institution specified by the immigration officer.
3. Must leave Canada by (date)
4. Travel in Canada restricted to (areas)
5. Must report for medical observation and/or treatment
6. Must furnish proof of compliance on (date) at (address)
7. Must be in attendance at an approved (type of institution)

2) Primary and Secondary

No term and condition making reference to attendance at a **specific**, named educational institution or any type of educational institution shall appear on student authorizations issued to primary or secondary school students.

3) Post Secondary

Terms and conditions imposed on post-secondary students shall, as a minimum, specify attendance at a type of institution, i.e., must be in attendance at an approved (university, college, or other post-secondary institution). Subsequent non-compliance may then result in a 27(2) report.

The term and condition "Attendance at the University, College or Institution specified by the immigration officer" should be reserved for those few cases where the immigration officer feels that this type of control is required.



SELECTION AND CONTROL

4) FDM

FDM participants, **regardless of level of study**, shall not have the term and condition "Must be in attendance at _____" placed on their student authorizations.

14.19 DURATION OF STUDENT AUTHORIZATION

1) Primary and Secondary Level

Primary and secondary students are not eligible for long-term 1208's, and should therefore be issued student authorizations on a year by year basis **unless** these students are dependants of persons who have been issued long-term authorizations (1097, 1102, 1208 or who are recipients of official acceptance) provided the period requested does not exceed that which has been given to the head of the family. Note that children of diplomats are exempted from student authorizations per R14(2)(a). Note also that the authorization (and long term multiple entry visa where applicable) may be issued at the time of initial entry. Examples include:

- i) dependants of government sponsored Special Program Students (see IS 14.27);
- ii) dependants of foreign officials who are in possession of the Foreign Representative Acceptance issued by the Protocol Division of the Department of External Affairs (see IC 3);
- iii) dependants of military personnel who have visitor status (1097);
- iv) other deserving situations, e.g. dependants of persons on long-term employment authorizations.

2) Post Secondary Level

With the exception of the cases noted below, student authorizations issued to post-secondary students shall be for the complete period of study, i.e. in the case of a student destined to a university for a period of three or four years. This includes Special Program Students (see IS 14.27).

Visa officers shall, when issuing long-term authorizations to post-secondary students, also issue matching long-term, multiple entry Canada Visitor Visas where such visas are required.

Where port of entry officers notice that post-secondary students are entering Canada on 1208's with a period of validity of less than the full course of studies, they should amend them to reflect the full period of the course of study unless the visa officer has noted in the 'Remarks' box why this should not be the case.

3) Exceptions to Long-Term Student Authorizations

- i) Exceptions to the above include Statesmen students and cases where there is clear evidence of potential disruption to funding or difficulty with studies. Students from Statesmen countries should be extended on a year by year basis following the procedures outlined in IC 2.
- ii) Students destined to Quebec are not eligible for the new long-term procedure as Quebec law prevents the issuance of a CSQ beyond one year.

14.20 STUDENT AUTHORIZATION – EXTENSIONS OF STATUS

1) Duty to Act Fairly

Section 17 of the Act sets no specific decision criteria for granting or refusing an application to vary term and conditions or to extend status in Canada. The duty to act fairly applies to those decisions however.



SELECTION AND CONTROL

As a general rule, the statutory criteria governing admissibility (Section 19) also apply to decisions regarding extension of status and modification of conditions. The most difficult part of this process can be assessing the genuineness of an applicant. An officer must always be satisfied that the applicant continues to fulfil the definition of visitor – a person seeking entry for a **temporary** purpose.

2) Considerations Taken into Account

In addition to the general considerations which should be taken into account for any visitor, i.e.:

- a) Does the person concerned have valid visitor status?
- b) Does the person concerned have the means and the intention to effect his/her departure from Canada?
- c) Does the person concerned have the means to support himself/herself during the time period requested? (The salient issue here is access to funds and not necessarily funds on hand).
- d) Does the person concerned pose a threat or danger to the public?
- e) Has the person left any family and/or employment obligations at home and, if so, how are they being discharged?

an officer must be also satisfied regarding the following:

- f) Is the student's previous academic record satisfactory for continued acceptance by the educational institution?
- g) Does the application represent a logical continuation of the student's previous course of studies?
- h) If not, is there satisfactory rationale for his/her departure from the expected or usual pattern of study?
- i) Does the application, on balance, appear to represent merely an excuse to delay his/her departure from Canada?

3) Extensions to Existing 1208's

Where post-secondary students require extensions to existing 1208's because of our previous policy of issuing short-term Student Authorizations, immigration officers should issue status for the duration of the students course of study unless there is documented evidence of financial problems or study difficulties which would bar the student from continued study.

4) Extensions to Special Programs Students

For extensions involving Special Programs students refer to IS 14.27 h).

5) Changes in Terms and Conditions

See also IE 4.36 for changes in terms and conditions.

14.21 COUNSELLING OF STUDENTS

All visitors granted permission to study are to be counselled regarding their rights and regarding the limitations of their status. In the case of student authorizations issued by a post abroad such counselling is the responsibility of the visa office. Topics covered should include:

- a) Employment regulations and exemptions as they pertain to student, spouse and dependents;
- b) the requirement that spouse and dependants apply for and obtain a student authorization prior to commencing course in Canada (R15(2) applies);



SELECTION AND CONTROL

- c) the address of the CIC nearest the institution the student will attend;
- d) the need to apply for extensions of status; and,
- e) the need to have a valid CW if the student is a national of a country which requires one.

14.22 – 14.24 SPARES

14.25 PEOPLE'S REPUBLIC OF CHINA

1) Beijing/Hong Kong Processing

- a) The Canadian Embassy in Beijing is responsible for processing applications made by all students and visitors officially sponsored by Chinese organizations or government ministries, including trade delegations and cultural exchanges.
- b) Beijing is also responsible for applications made by privately sponsored visitors and students from all provinces except Guangdong and Guangxi which are serviced from Hong Kong with interviews scheduled in Guangzhou (Canton).

2) Privately Funded Students (CSV)

Prior to initiating processing on an application, Hong Kong and Beijing will require the original and one photocopy of the acceptance letter from the Canadian educational institution. The letter must specify the level/grade of studies and the language proficiency required. Acceptance should also provide for commencement dates a minimum of six months from the date the application is received in Hong Kong or Beijing.

3) Priority

Student applications will be given as much priority as possible within the restraints imposed by the immigrant levels for the post. As resources permit, the various categories of students will be processed on the following basis – Graduate students; University undergraduates; Community Colleges/CEGEPS and, Secondary/Primary schools. Normal time factors from the date of receipt of fully completed/documented applications are estimated to be four to six months. Applications not returned within nine months of transmission will be deemed cancelled as it will be presumed that the Chinese authorities have not granted exit permission.

4) Extensions of Status

See IC 2.20(10) when requests for extensions of student authorizations are made.

14.26 DEPENDANTS OF DIPLOMATIC PERSONNEL

- 1) Persons referred to in R14.2(a) are exempt from student authorization requirements.
- 2) This exemption does **not** apply to the dependants of the administrative and technical staff of a mission.
- 3) The Protocol Division of External Affairs will place a Foreign Representative Acceptance Counterfoil in the passports of dependants of diplomatic personnel to indicate that the person concerned is a person referred to in R14.2(a). As well, dependants 16 years of age and over will be provided with a foreign representative identity card. (See IC 3 for Acceptance Counterfoil details).



14.27 SPECIAL PROGRAM STUDENTS

1) CIDA

a) Programs

These students enter Canada under one of the following programs:

- i) Colombo Plan;
- ii) Caribbean Commonwealth Countries and Territories Program;
- iii) Other Commonwealth Countries and Territories Program;
- iv) Special Commonwealth Africa Aid Program;
- v) Independent French Speaking African States Program;
- vi) Latin America Technical Assistance Program;
- vii) Commonwealth Scholarship and Fellowship Plan.

b) Administration

- i) The Canadian International Development Agency (CIDA) in cooperation with the visa officer of the Department of External Affairs, administers programs i) to vi) above.
- ii) The Association of Universities and Colleges of Canada (AUCC), under a contract with External Affairs, now administers the Commonwealth Scholarship and Fellowship Plan under a contract. Processing abroad is coordinated through the Immigration Affairs Division of External Affairs, to whom all visa office reports and enquiries should be addressed.

c) Correspondence with CIDA and AUCC

Mail to CIDA will be addressed to:

Canadian International Development Agency,
Human Resources Directorate,
200 Promenade du Portage
HULL, Quebec
K1A 0G4
Telex no. 053-4140
Cable address: CIDA/HULL

Mail to AUCC will be addressed:

Association of Universities and Colleges of Canada,
151 Slater Street,
OTTAWA, Ontario
K1P 5N1
Telex no. 053-3329
Cable address: CANUFOTT
FAX: (613) 563-9745

As noted in b) above, however, visa offices should direct all enquiries regarding Commonwealth Scholars and Fellows to External Affairs (SIMN).

d) Identification of Special Program Students

Special Program students or trainees will be identified by an appropriate coding on the student authorization. In addition, where a visa is issued, the notation "Special Program Student" should be written underneath the visa.



SELECTION AND CONTROL

e) Identification Cards for Special Program Students

- i) CIDA issues identification cards to each student or trainee who is brought to Canada under their auspices.

- ii) Temporary ID Card – Description

The temporary identification card (558 K French and 557 K English), blue in colour, is issued to CIDA students before their departure for Canada. It is valid for the purpose of the student's travel to Canada and is signed by an official of the issuing post and by the student.

- iii) Permanent ID Card – Description

The permanent identification card (557 M) which is green in colour, is issued by CIDA to each student as soon as possible after his/her arrival in Canada.

f) Acceptance

Because of sponsorship, it can be assumed that these students meet the requirements relating to acceptance, institution, course of study, language and transportation. While sponsorship will also indicate that sufficient funds will be acceptable, this will apply in the case of single students travelling alone only. Where spouses and families are concerned, the visa officer will ensure that the resources available will cover this additional expense. Background inquiries will also be in order, as well as medical examinations (see IS14.05 6)).

g) Refusals

When a Special Program student is found inadmissible, the officer will immediately report the case to the local CIDA representative or to AUCC. The officer will await reaction from CIDA or AUCC before proceeding. Visa officers should report by telex to External Affairs (SIMN) any refusals or withdrawals of Commonwealth scholars, for onward transmission to AUCC.

h) Extensions

Where a Special Program student seeks an extension to his or her student status officers should bear in mind the sufficiency of funds referred to in f) above.

i) CIDA Students – Changes to Immigration Status

- i) The CIDA program is one element of Canada's foreign policy. CIDA program students are recipients of Canadian government Official Developmental Assistance (ODA) which in the form of scholarships or sponsorships covers their tuition fees and living expenses. An essential aspect of the CIDA program is that students will return home shortly following their period of study in Canada where they will use their education and training to benefit their own country. Where CIDA is aware that a student has signified an intention to breach their agreement, CIDA will in all likelihood cease funding that individual.
- ii) When a CIDA sponsored student, or his dependents, makes an application to change his status from student to permanent resident (including the making of a claim to refugee status), immigration officers are to be guided by Privacy legislation. Immigration officers should contact CIDA at the address noted in paragraph 1 c) to request a faxed copy, or other written confirmation, of the consent to release information form. Once this confirmation is received, CIDA should be advised, at the address given in paragraph 1 c), of the application for change of status. The CIC will then proceed to deal with the case in the usual manner.
- iii) CIDA officials have undertaken to obtain written consent to release personal information to CIDA from each student.



SELECTION AND CONTROL

2) GOVERNMENT OF CANADA AWARDS TO FOREIGN NATIONALS - SCHOLARSHIPS, RESEARCH SCHOLARSHIPS AND FELLOWSHIPS

- a) Each year the Government of Canada offers, through the Department of External Affairs, a number of scholarships, research scholarships and fellowships to nationals of Belgium, Brazil, Denmark, Finland, France, Federal Republic of Germany, Hungary, Italy, Japan, Mexico, The Netherlands, Norway, Portugal, Spain, Sweden, Switzerland and Yugoslavia. This awards program is administered on behalf of the Department of External Affairs by the World University Service of Canada (WUSC).
- b) The awards are NOT for prospective immigrants and the award holders are expected at the end of tenure to return to their respective countries. Because of this requirement, they are expected to come forward to Canada as visitors.
- c) The World University Service of Canada

When outlining the regulations and conditions of acceptance to the students, WUSC will stress particularly the understanding that they must come forward as visitors. They will caution the students concerning the penalties (i.e., ceasing of scholarship funding) they face if they seek to obtain permanent resident status. In their final letter of approval they will instruct the student to present the letter to the appropriate Canadian visa officer when applying to come forward.
- d) The immigration officer will inform WUSC if any such award holder should apply for an immigrant visa. Such correspondence will be directed to:

Academic Exchanges,
Government of Canada Awards to Foreign Nationals,
World University Service of Canada,
P.O. Box 300, Station "C",
OTTAWA, Ontario
K1Y 4M8
Telex: WUSCOTT

Having notified WUSC accordingly, the post will then proceed to deal with the case in the normal manner.

14.28 ELDERHOSTEL PROGRAM

The Elderhostel programs are more along the lines of seminars presented to interested tourists, rather than academic courses, and participants should therefore be admitted as ordinary tourists. (See also IE 2.68).

14.29 NO OBJECTION LETTERS

Letters of no objection (see Appendix "E" for samples) should be issued to all refugee claimants, and dependants of refugee claimants, of primary or secondary school age. The practice of issuing these letters at the time a refugee claim is made, either at a port of entry or inland CIC, is based on the recognition that processing of a refugee claim may not always be as expeditious as we would desire. Issuance of these letters helps ensure compliance with provincial mandatory school attendance legislation until the first level hearing takes place at which time a student authorization may be issued.

14.30 STUDENTS - ISSUANCE OF MINISTER'S PERMITS

Refer to IE 4.38, IS 10.25 1) and IS 10.40 5).



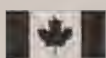
SELECTION AND CONTROL

14.31 STUDENT EMPLOYMENT

See IS 14.05 7). Refer also to the following sections of IS 15 which deal with the employment of students:

- on campus employment IS 15.15 VEC E06
- employment of spouses of students IS 15.15 VEC E07
- post graduation employment IS 15.15 VEC E08
- CIDA student employment IS 15.12 3), IS 15.15 VEC D30
- Cooperative education & employment integral to studies IS 15.12 4) VEC D35
- destitute student employment IS 15.11 VEC C05
- where university petitions for students employment IS 15.17 5) VEC E30
- Int'l Student and Young Worker Programs (including SWAP) IS 15.17 6) VEC E35
- graduate assistant, research assistants, etc IS 15.17 8) VEC E45
- medical electives R19 (1) (s)

14.32 ON ... SPARES



SELECTION AND CONTROL

APPENDIX "A" TUITION FEES - CANADIAN UNIVERSITIES

Tuition Fees for Full-Time Foreign Students at Canadian Universities 1991 - 1992 Frais de scolarité pour les étudiants étrangers à plein temps dans les universités canadiennes, 1991 - 1992												
Province and Institution Province et établissement	UNDERGRADUATE 1 ^{er} cycle								GRADUATE 2 ^e et 3 ^e cycles			
	Agriculture	Architecture	Arts	Commerce	Dentistry Art dentaire	Education	Engineering Génie	Household Sciences Domestiques	Law Droit	Medicine Médecine	Music Musique	Sciences
NEWFOUNDLAND - TERRE-NEUVE												
Memorial University			1,544	1,544		1,544	1,544			1,544	1,544	1,544
PRINCE EDWARD ISLAND - ÎLE-DU-PRINCE-ÉDOUARD												
Prince Edward Island University of	3,820(2)	3,820(3)	3,820	3,820	3,820(4)	4,032	3,820(5)	3,820	3,820(7)	3,820(8)	3,820	3,820
NOVA SCOTIA - NOUVELLE-ÉCOSSE												
Acadia University			4,045	4,045		4,045	4,045	4,045			4,045	4,045
Cape Breton University			3,967	3,967			3,967					3,967
College of												
Dalhousie University			3,895	3,915-4,315	4,095-4,535	3,915	4,095		4,275	4,535	3,895	4,000
King's College, University of			3,900-4,284									4,005
Mt. St. Vincent University			3,805	3,805		3,805		3,805				3,805
Nova Scotia Agricultural College	3,300						3,300					
Nova Scotia College of Art and Design			3,966									
Sainte-Anne, Université			3,735	3,735		3,735						3,735
St. Francis Xavier University			3,925	3,925		3,925	3,925	3,925			3,925	3,925
Saint Mary's University			3,850	3,850		3,850	3,850					3,850
Technical University of N.S.		4,128					4,040-4,304					4,370
NEW BRUNSWICK - NOUVEAU-BRUNSWICK												
Moncton, Université de			3,615	3,615		3,615	3,615	3,615	3,615		3,615	3,615
Mount Allison University			4,055	4,055		4,055	4,055				4,055	4,055
New Brunswick, University of			3,800	3,800		3,800	3,800	3,800				3,800
St. Thomas University			3,510			3,945						
QUEBEC - QUÉBEC												
Bishop's University			6,900	6,900							6,900	6,900
Concordia University			4,350-7,020	4,350-7,020			5,220-8,424				4,350-7,020	6,525-8,775
Laval, Université	7,060	7,060	7,060	7,060	7,060	7,060	7,060		7,060	7,060	7,060	7,060
McGill University	6,960	6,960	6,960	6,960	6,960	6,960	6,960	6,960	6,960	6,960	6,960	6,960
Montréal, Université de		6,960	6,960		6,960	6,960	6,960	6,960	6,960	6,960	6,960	6,960
Québec, Université du			6,960	6,960		6,960	6,960		6,960	6,960	6,960	6,960
Sherbrooke, Université de			6,960	6,960		6,960	6,960		6,960	6,960	6,960	6,960



SELECTION AND CONTROL

Tuition Fees for Full-Time Foreign Students at Canadian Universities 1991 - 1992 Frais de scolarité pour les étudiants étrangers à plein temps dans les universités canadiennes, 1991 - 1992												
Province and Institution Province et établissement	UNDERGRADUATE 1 ^{er} cycle										GRADUATE 2 ^e et 3 ^e cycles	
	Agriculture	Architecture	Arts	Commerce	Dentistry Art dentaire	Education Éducation	Engineering Génie	Household Sciences Domestiques	Law Droit	Medicine Médecine	Music Musique	Sciences
ONTARIO												
Brook University	-	-	6,673	6,673	-	6,673	-	-	-	-	6,673	6,673
Carleton University	-	10,877	6,673	6,673	-	-	10,877	-	-	-	6,673	6,673
Collège dominicain de philosophie et de théologie	-	-	4,300-4,528	-	-	-	-	-	-	-	-	-
Guelph, University of	9,904	9,904	6,076	9,904	-	-	9,904	9,904	-	-	-	6,076
Lakehead University	-	-	6,681	10,894	-	10,894	10,894	-	-	-	-	6,681
Laurentian University/	-	-	6,237	6,237	-	6,237	10,057	-	-	-	-	6,237
Laurentienne, Université	-	-	-	-	-	-	-	-	-	-	-	-
McMaster University	-	-	5,905	5,905	-	-	9,626	-	-	9,620	5,905	5,905
Ottawa, Université d'	-	-	6,496	6,496	-	6,496	10,589	-	6,496	10,589	6,496	6,496
University of	-	-	-	-	-	-	-	-	-	-	-	-
Queen's University	-	-	6,067	6,067	-	9,890	9,890	-	6,067	9,890	6,067	6,067
Ryerson Polytechnical Institute	-	6,674	6,674	6,674	-	6,674	6,674	6,674	-	-	-	-
Toronto, University of	-	10,877	6,673	6,673-8,007	10,877	10,877	10,877	-	6,673	10,877	6,673	6,673
Trent University	-	-	6,673	-	-	-	-	-	-	-	-	6,673
Waterloo, University of	-	-	6,674	-	-	-	-	-	-	-	-	6,674
Western Ontario, University of	-	-	6,673	6,673	10,877	10,877	10,877	6,673	6,673	10,877	6,673	6,673
Wilfrid Laurier University	-	-	6,108	6,108	-	-	-	-	-	-	6,108	6,108
Windsor, University of	-	-	6,614	6,614	-	10,781	10,781	-	6,614	-	6,614	6,614
York University	-	-	6,509	6,509	-	6,509	-	-	6,534	-	6,524	6,509
MANITOBA												
Brandon University	-	-	1,562	-	-	1,562	-	-	-	-	1,650	-
Manitoba, University of *	1,791	1,818	1,558	1,732	2,746	1,594	1,979	1,667	1,933	2,746	1,677	1,755
Winnipeg, University of *	-	-	1,515	-	-	1,515	-	-	-	-	-	1,515
Collège universitaire de Saint-Boniface	-	-	1,517	-	-	1,517	-	-	-	-	-	1,770
SASKATCHEWAN												
Regina, University of	3,128	3,128	3,128	3,128	3,128	3,128	3,128	-	3,128	3,128	3,128	1,896
Saskatchewan, University of	2,013	-	2,013	2,013	3,203	2,013	2,013	-	2,013	3,203	2,013	2,288
ALBERTA												
Alberta, University of	2,826	-	2,826	2,826	4,126	2,826	3,391	2,826	2,826	4,126	2,826	2,826
Calgary, University of	-	-	1,884	1,884	-	1,884	2,316	-	1,884	3,290	1,884	1,884
Camrose Lutheran College	-	-	4,142	-	-	-	-	-	-	-	-	4,142
Concordia College	4,535	4,535	4,535	4,535	4,535	4,535	4,535	4,535	4,535	4,535	4,535	4,535
Lethbridge, University of	-	-	2,784	2,784	-	2,784	-	-	-	-	2,784	2,784
BRITISH COLUMBIA - COLOMBIE-BRITANNIQUE												
British Columbia, University of	4,960	6,510	4,650-5,580	4,650-5,580	7,975	4,650-5,580	4,805	4,650-5,580	4,960	7,975	5,580	4,650-5,580
Simon Fraser University	-	-	2,790-3,720	2,790-3,720	-	2,790-3,720	3,720-4,960	-	-	-	-	2,790-3,720
Trinity Western University	-	-	5,700	5,700	-	5,700	-	-	3,960	-	5,700	5,700
Victoria, University of	-	-	3,098	3,407	-	3,098	3,893	-	-	-	3,098	3,098
												2,262(10)(11)

* Estimates - final figures not available at time of publication.

Note: Almost all Educational Institutions are anticipating substantial increases for 92/93.



SELECTION AND CONTROL

FOOTNOTES TO APPENDIX "A"	NOTES POUR L'APPENDICE A
2) Pre-agriculture.	2) Année préparatoire à l'agriculture.
3) Pre-architecture.	3) Année préparatoire à l'architecture.
4) Pre-dentistry.	4) Année préparatoire à l'art dentaire.
5) Pre-engineering.	5) Année préparatoire à l'ingénierie.
7) Pre-law.	7) Année préparatoire au droit.
8) Pre-medicine.	8) Année préparatoire à la médecine.
9) Tuition fees for the Doctor of Veterinary Medicine program are \$2,416 (1991-92) per academic year for Canadian students, and \$29,166 (1991-92) for foreign students.	9) Pour la médecine vétérinaire, les frais de scolarité étaient, respectivement pour les étudiants canadiens et étrangers, de 2 416 \$ et 29 166 \$ en 1991-92.
10) For the first year, then a lesser fee is charged for each subsequent year/term of the program.	10) Pour la première année; pour chaque année ou session subséquente, les frais exigés sont moins élevés.
11) For 12 months.	11) Pour 12 mois.
12) In addition to this one time program fee, graduate students are charged an annual registration fee for each term registered.	12) En plus de ce montant exigé une fois pour tout le cours, l'étudiant diplômé doit acquitter chaque année des frais d'inscription pour chaque session.
13) Per course or credit.	13) Par cours ou par crédit.
14) Per half course.	14) Par demi-cours.
15) For the regular program length, then a lesser fee per year/term until the degree requirements are completed.	15) Pour la durée normale du cours, l'étudiant paye des frais moindres par année ou par session tant qu'il n'a pas obtenu son diplôme.



SELECTION AND CONTROL

Appendix "B"
**TUITION FEES – INSTITUTIONS PROVIDING PRIMARY,
SECONDARY AND COLLEGE EDUCATION**

FOREIGN STUDENT TUITION FEES 1988/89			
PROVINCES	PRIMARY	SECONDARY	COLLEGE
Newfoundland	NIL	NIL	NIL
Prince Edward Island	3,500	3,500	7,000
Nova Scotia	NIL	NIL	1,000–10,000
New Brunswick	NIL	NIL	400 1 yr prog.–600 2yr prog.
Quebec	NIL	NIL	1575/session
Ontario	3,200–4,500	4,300–5,900	5,700
Manitoba	4,700	4,900	(no differential fees)
Saskatchewan	3,200–3,900	3,200–3,900	9,000(incl.res.)
Alberta	4,470	4,690	444/semester–2550yr
British Columbia	3,900–5,384	3,900–5,384	7,000

***NB. Where fees are outdated add 10% per year to arrive at a workable figure.**



Appendix "C-1"

LIVING ACCOMMODATION COSTS IN INSTITUTION'S RESIDENCES OR HOUSING FRAIS DE SUBSISTANCE DANS LES RÉSIDENCES OU MAISONS DE L'ÉTABLISSEMENT

Provinces and Institution Province et établissement	Single Student - Étudiant(e) Célibataire			Married Student Étudiant(e) marié(e)
	Room - Chambre	Board - Pension	Room and Board Chambre et pension	Room only Chambre seulement
Newfoundland-Terre-Neuve				
Memorial University of Newfoundland	930-1,140	1,630-1,718	2,560-2,858	400(27)
Prince Edward Island Île-du-Prince-Édouard				
Prince Edward Island, University of	1,564-1,896			3,558-4,094
Nova Scotia-Nouvelle-Écosse				
Acadia University				
Cape Breton, University College of	2,190-2,830	1,435-1,635	3,625-4,465	
Dalhousie University				
King's College, University of	2,130-3,142	1,640	3,760-4,782	3,264-4,976
Mount Saint Vincent University of			3,784-4,055	
Nova Scotia Agricultural College	1,280-2,220	2,110	3,390-4,330	
Nova Scotia College of Art and Design			3,185	
Saint Anne University				
St. Francis Xavier University	1,545-2,045	2,104	3,649-4,149	
Saint Mary's University	1,800-2,225	1,810-2,290	3,610-4,515	
Technical University of Nova Scotia			3,185-3,675	435-610(27)
New Brunswick-Nouveau-Brunswick				
Moncton, Université de	1,295-1,595	1,700	2,995-3,295	3,320
Mount Allison University	2,220-2,575	1,900-1,945	4,100-4,520	
New Brunswick, University of	1,815-2,170	1,550-1,660	3,365-3,830	4,443-6,132(10)
St. Thomas University			3,150-3,880	
Quebec - Québec				
Bishop's University			3,600-3,800	
Concordia University	1,336-1,550			
Laval, Université	25(28)			
McGill University			3,942-5,064	
Montréal, Université de	124-140(27)			
Québec, Université du	150-250(27)			
Sherbrooke, Université de	123-140(27)			
Ontario				
Brock University	1,750-2,220	1,768-1,900	3,528-3,860	
Carleton University			3,400-3,790	
Collège dominicain de philosophie et de théologie			380(27)	
Guelph, University of	1,900-2,230	1,460-1,750	3,370-3,860	455-485(27)
Lakehead University	1,637-1,819	1,697	3,334-3,516	
Laurentian University/ Université Laurentienne	1,670-2,000			339(27)
McMaster University	1,745			
Ottawa, University of	1,468-1,726	1,742-2,080	3,487-3,825	
Université d'Ottawa		1,742-2,080	3,487-3,825	
Queen's University	2,379	2,041	4,420	4,656-5,820
Ryerson Polytechnical Institute				
Toronto University of	1,980-2,183		3,836-4,513	2,410-3,925
Trent University	2,015-2,231	1,798	3,813-4,029	
Waterloo, University of			3,948	370(27)
Western Ontario, University of	2,084	1,339-1,851	3,423-3,935	375-630(27)
Wilfrid Laurier, University of	2,050-2,235	1,520(29)	3,570-3,755	
Windsor, University of	1,905-2,250	825-2,100	2,730-4,350	
York University	1,799-2,143	1,825	3,424-3,768	



SELECTION AND CONTROL

Manitoba				
Brandon University	1,254-2,018	1,983	3,237-4,001	
Manitoba, University of (B)	1,755-1,954	1,731-1,914	3,486-3,868	1,217-1,417
Winnipeg, University of (B)				
Collège universitaire de St-Boniface				
Saskatchewan				
Regina, University of	1,092-1,410			
Saskatchewan, University of	4 - 5 (30)	9(30)	13 - 14(30)	305 - 390(27)
Alberta				
Alberta, University of	914-1,829	1,800	2,714-3,629	320-423(27)
Calgary, University of			2,714-3,629	415-463(27)
Camrose, Lutheran College			3,230-3,680	
Concordia College	1,200	2,580	3,780	
Kings College	1,160			
Lethbridge, University of	1,580	1,308	2,888	
British Columbia- Colombie-Britannique				
British Columbia, University of			3,154-4,061	375-700(27)
Seminary of Christ the King			1,650	
Simon Fraser University	1,772-1,953			331-406(27)
Trinity Western University			3,550	
Victoria, University of	1,333-1,747	1,657-2,150	2,990-3,897	

FOOTNOTES TO APPENDIX "C-1"	NOTES POUR L'APPENDICE C-1
17) Pre-law	17) Année préparatoire au droit
18) Tuition fees for the MBA program are \$1,418 (1988-89) per academic year for Canadian students and \$5,760 (1988-89) for foreign students.	18) Les frais de scolarité pour le programme M.B.A. sont de \$1 418 (1988-89) par année scolaire pour les étudiants canadiens et \$5 760 (1988-89) pour les étudiants étrangers.
19) Tuition fees for the MBA program are \$2,142 per academic year for 1988-89.	19) Les frais de scolarité pour le programme de la maîtrise en administration sont de \$2 142 pour l'année académique 1988-89.
20) A special fee is charged to out-of-country students	20) On demande des frais spéciaux pour les étudiants étrangers.
21) Included in student associations fees	21) Comprise dans les frais des associations d'étudiants
22) Included in health service fees	22) Comprises dans les frais de service de santé
23) Included in tuition fees	23) Inclus dans les frais de scolarité
24) There is a \$103 health services fee at Hautes Études Commerciales	24) Il y a des frais de \$103 pour les services de santé aux Hautes Études Commerciales
25) Excludes \$24-\$33 at Hautes Études Commerciales for student society fee	25) N'inclut pas \$24-\$33 pour les frais des associations des étudiants aux Hautes Études Commerciales
26) Excludes \$30 at Hautes Études Commerciales for "Other" fees	26) N'inclut pas \$30 aux Hautes Études Commerciales pour autres frais
27) Excludes \$137 (1987-88) and \$215 (1988-89) at École Polytechnique for athletics, health services and student society fees.	27) N'inclut pas \$137 (1987-88) et \$215 (1988-89) pour le service des sports, le service de santé et les frais d'adhésion à l'association des étudiants de l'École Polytechnique.
28) Additional fees are charged for specific courses and for co-op students on work term for which credit hours are granted.	28) Des frais supplémentaires sont requis pour certains cours et pour les étudiants inscrits à un programme co-opératif faisant un stage pour lequel des heures leur sont créditées
29) Included in other fees.	29) Comprises dans les autres frais
30) Per month	30) Par mois



Employment and Immigration Canada
Emploi et Immigration Canada

SELECTION AND CONTROL

Appendix "C-2"

ADDITIONAL FEES FOR FULL-TIME STUDENTS AT CANADIAN UNIVERSITIES, 1989-90 FRAIS SUPPLÉMENTAIRES POUR LES ÉTUDIANTS À PLEIN TEMPS DANS LES UNIVERSITÉS CANADIENNES, 1989-90

Province and Institution Province et établissement	ADDITIONAL FEES FRAIS SUPPLÉMENTAIRES				
	Athletics Sports	Health Services Services de santé	Students Society Association des étudiants	Others Autres	Total
Newfoundland - Terre-Neuve					
Memorial University of Newfoundland		(18,19)	24 - 130	(20)	24 - 130(18,20)
Prince Edward Island - Île-du-Prince-Édouard					
Prince Edward Island, University of	36	57(18)	99	183(18)	192(18)
Nova Scotia - Nouvelle-Écosse					
Acadia University		(18)	120	120(18)	
Cape Breton, University College of			80	12-14	92-94
Dalhousie University	30	(18)	116	5-70	151-216(18)
King's College, University of			113	25-100	138-213
Mount Saint Vincent University of	15	(18)	153	0-40	168-208(18)
Nova Scotia Agricultural College	45	15(18)	60	50	170(18)
Nova Scotia College of Art and Design		(18)	64		64(18)
Saint Anne University			100		
St. Francis Xavier University			101		
Saint Mary's University		90-200(18)	85		175-285(18)
Technical University of Nova Scotia			82	15	97
New Brunswick - Nouveau-Brunswick					
Moncton, Université de		(18)	68		68(18)
Mount Allison University	30	97(18)	74	67	268(18)
New Brunswick, University of		(18)	50-96	0-510	96-560(18)
St. Thomas University			64		64
Quebec - Québec					
Bishop's University		(18)	340		340(18)
Concordia University		(18)	33-54(10)	191-233	224-287(18)
Laval, Université	56	10	8	23-123	97-197
McGill University	(21)	(21)	58-94	255-377	313-471
Montréal, Université de	(18,22,23)	(18,22)	(24)	40(25)	40(26)
Québec, Université du	(21)	(18)	(21)	58	58(18)
Sherbrooke, Université de	130		45	75(20)	250(20)
Ontario					
Brock University	30-35	25	95		55-155
Carleton University	103	27	61	54	245
Collège dominicain de philosophie et de théologie			35	160	195
Guelph, University of	58	22	64-84	65-130	209-294
Lakehead University	30	15	92		137
Laurentian University/ Université Laurentienne	50	19	85-105	147-159	154-174
McMaster University	49	25	93	22	189
Ottawa, University of Université d'Ottawa	60	24	67	38	189
Queen's University	51	9	25	80-182	165-267
Ryerson Polytechnical Institute	73	47	80	23	223
Toronto University	52-129	25-29	5-156	1-20	83-334
Trent University	85	21	27-102	160-247	155-293
Waterloo, University of	53	37	43-58	35	168-183
Western Ontario, University of	77	36	59	56	228
Wilfrid Laurier, University of	53	17	38	66-73	174-181
Windsor, University of	27	8	53-85(18)	15	103-115(18)
York University	(21)	(21)	(21)	0-272	0-272
Manitoba					
Brandon University	20		63	70-120	153-203
Manitoba, University of (6)			38-71		38-71
Winnipeg, University of (6)	14		74	5	93
Collège universitaire de St-Boniface			55		55
Saskatchewan					
Regina, University of			56	0-9(20)	56-65(20)
Saskatchewan, University of	26		28	8	62



SELECTION AND CONTROL

Alberta					
Alberta, University of	47	22	47-50	145	261-264
Calgary, University of	20-48		22-183	0-21	70-203
Camrose, Lutheran College			105		111
Concordia College		6	45	0-600	53-600
Kings College		8	85		85
Lethbridge, University of	48	1,308	93	122	263
British Columbia-Colombie-Britannique					
British Columbia, University of	12	(18)	28	71-78	111-118
Seminary of Christ the King			20		20
Simon Fraser University	42		62		104
Trinity Western University			45	70-125	115-170
Victoria, University of	32		30-73	0-35(20)	62-140(20)

FOOTNOTES TO APPENDIX "C-2"	NOTES POUR L'APPENDICE C-2
1) Fees for universities which were reported on a trimester, semester or term basis have been doubled.	1) Les frais des universités qui ont fait rapport sur une base de trimestre, de semestre ou de session ont été doublés.
2) Pre-agriculture.	2) Année préparatoire à l'agriculture.
3) Pre-architecture.	3) Année préparatoire à l'architecture.
4) Pre-dentistry.	4) Année préparatoire à l'art dentaire.
5) Pre-engineering.	5) Année préparatoire au génie.
6) Regular session students at the University of Manitoba pay a standard fee of \$1,274 (1990-91) and \$1,295 at the University of Winnipeg. In addition, a faculty supplementary fee is charged on a per-credit hour basis and varies according to the courses chosen in a particular program of study (students taking science courses at the University of Winnipeg are charged a higher supplementary fee than the figures shown). In order to estimate the total charges to students and for the purposes of comparison with other institutions these fees are added together. Furthermore, in addition to the fees shown, students in selected faculties at the University of Manitoba also pay a contribution to the Faculty/School Endowment Fund.	6) Les étudiants réguliers de l'Université du Manitoba paient le montant forfaitaire de \$1,274 (1990-91), et ceux de l'Université de Winnipeg, \$1,295. Par ailleurs, on facture des frais de faculté supplémentaires sur une base horaire de crédit qui varie selon les cours choisis pour un programme particulier (les étudiants en sciences de l'Université de Winnipeg doivent payer un montant supplémentaire plus élevé que celui indiqué). Afin d'estimer le montant total pour les étudiants et à des fins de comparaison avec les autres établissements, on a additionné tous ces frais. Par ailleurs, en plus des frais indiqués, les étudiants de certaines facultés de l'Université du Manitoba versent une contribution au fonds de dotation de la faculté/école.
7) Pre-law.	7) Année préparatoire au droit.
8) Pre-medicine.	8) Année préparatoire à la médecine.
9) Tuition fees for the Doctor of Veterinary Medicine program are \$1,960 (1989-90) and \$2,100 (1990-91) per academic year for Canadian students, and \$26,960 (1989-90) and \$28,450 (1990-91) for foreign students.	9) Les frais de scolarité pour le programme du 3e cycle en médecine vétérinaire sont \$1,960 (1989-90) et \$2,100 (1990-91) par année pour les étudiants canadiens et \$26,960 (1989-90) et \$28,450 (1990-91) pour les étudiants étrangers.
10) For the first year, then a lesser fee is charged for each subsequent year of the program.	10) Pour la première année; pour chaque année suivante du programme, des frais moins importants sont facturés.
11) For 12 months.	11) Pour 12 mois.
12) In addition to this one time program fee, graduate students are charged an annual registration fee for each term registered.	12) En plus des frais dont ils doivent s'acquitter lors de l'admission au programme, les étudiants des deuxième et troisième cycles doivent verser des frais d'inscription annuels pour chaque session d'études.
13) Per course or credit.	13) Par cours ou par crédit.
14) Per half course.	14) Par demi-cours.
15) For the regular program length, then a lesser fee per year/term until the degree requirements are completed.	15) Pour la durée normale du programme, l'étudiant paie des frais par année/session moindres tant qu'il n'a pas satisfait aux exigences du diplôme.
16) Tuition fees for the MBA program are \$1,524 (1989-90) and \$1,646 (1990-91) per academic year for Canadian students and \$6,180 (1989-90) and \$6,674 (1990-91) for foreign students.	16) Les frais de scolarité pour le programme de M.B.A. se chiffrent à \$1,524 (1989-90) et à \$1,646 (1990-91) par année scolaire pour les étudiants canadiens et à \$6,180 (1989-90) et à \$6,674 (1990-91) pour les étudiants étrangers.
17) Tuition fees for the MBA program are \$2,700 (1989-90) and \$3,300 (1990-91) per academic year.	17) Les frais de scolarité pour le programme de M.B.A. s'élèvent à \$2,700 pour l'année scolaire 1989-90 et à \$3,300, pour 1990-91.
18) A special fee is charged to out-of-country students.	18) On demande des frais spéciaux pour les étudiants étrangers.
19) Included in student association fees.	19) Comprise dans les frais des associations d'étudiants.
20) Additional fees are charged for specific courses and for co-op students on work term for which credit hours are granted.	20) Des frais supplémentaires sont requis pour certains cours et pour les étudiants inscrits à un programme coopératif faisant un stage pour lequel des heures leur sont créditées.
21) Included in "Other" fees.	21) Comprises dans les "autres" frais.
22) Included in tuition fees.	22) Inclus dans les frais de scolarité.
23) Excludes \$103 at Ecole des Hautes Etudes Commerciales for Athletics fees.	23) N'inclut pas les \$103 pour les frais de service des sports à l'Ecole des Hautes Etudes Commerciales.
24) Excludes \$34-\$40 for 1989-90 and \$36-\$40 for 1990-91 at Ecole des Hautes Etudes Commerciales for student society fees.	24) N'inclut pas les \$34-\$40 payés en 1989-90 et les \$36-\$40 payés en 1990-91 à l'Ecole des Hautes Etudes Commerciales pour l'adhésion à l'association des étudiants.
25) Excludes \$110 at Ecole des Hautes Etudes Commerciales for "Other" fees.	25) N'inclut pas \$110 à l'Ecole des Hautes Etudes Commerciales pour autres frais.
26) Excludes \$215 for 1989-90 and \$135 for 1990-91 at Ecole Polytechnique for student society and "other" fees.	26) N'inclut pas les \$215 versés en 1989-90 et les \$135 versés en 1990-91 à l'Ecole Polytechnique pour l'adhésion à l'association des étudiants et les autres frais.
27) Per month.	27) Par mois.
28) At the beginning of the school year, students pay a minimum amount for the meal purchase plan. As purchases are made, they are deducted from this total. If the amount is used up before the end of the year, further payment is required.	28) Au début de l'année, l'étudiant doit déboursier un montant minimum pour l'achat du plan alimentaire. Le coût des repas est ensuite déduit de ce montant. Si le montant initial est épuisé avant la fin de l'année, un paiement additionnel est requis.
29) Per day.	29) Par jour.



APPENDIX "D"
SAMPLE OF IMM 1208

IMM 1208 (03-91)B

STUDENT AUTHORIZATION
PERMIS DE SÉJOUR POUR ÉTUDIANT

PROTECTED WHEN COMPLETED
PROTÉGÉ UNE FOIS REMPLI - B

000 000 000

SECTION A

SURNAME, GIVEN NAME/NOM DE FAMILLE, PRÉNOMS

BIRTH DATE/DATE DE NAISSANCE

COUNTRY OF BIRTH/PAYS DE NAISSANCE

COUNTRY OF CITIZENSHIP/CITIZENNETÉ

SEX/SEXE

MARITAL STATUS/ÉTAT MATRIMONIAL

1-M/H
2-F/F

1 SINGLE
CÉLIBATAIRE

3 WIDOWED
VEUF/VEUVE

5 SEPARATED
SÉPARÉ(S)

2 MARRIED
MARIÉ(S)

4 DIVORCED
DIVORCÉ(S)

TOTAL PERSONS
NO. TOTAL DE PERS.

FAMILY STATUS INDICATOR
INDICATEUR DE LA SITUATION PAR RAPPORT À LA FAMILLE

1 PRINCIPAL APPLICANT
RÉQUÉRANT PRINCIPAL

3 DEPENDANT
PERSONNE À CHARGE

2 SPOUSE
CONJOINT

COMPLETE ADDRESS OUTSIDE CANADA/ADRESSE AU LONG À L'EXTÉRIEUR DU CANADA

NAME AND COMPLETE ADDRESS OF PERSON OR SCHOOL WHERE YOU CAN BE REACHED IN CANADA
NOM ET ADRESSE AU LONG DE LA PERSONNE OU DE L'ÉCOLE OÙ L'ON PEUT VOUS REJOINDRE AU CANADA

FUNDS AVAILABLE/FONDS DISPONIBLES

NAME OF INSTITUTION/NOM DE L'ÉTABLISSEMENT

FIELD OF STUDY/DOMAINE D'ÉTUDES

YEAR OF STUDY/ANNÉES D'ÉTUDES

LENGTH OF COURSE/DURÉE DU COURS

DATE OF ISSUE
DATE DE DÉLIVRANCE

VISA POST/BUREAU DES VISAS

SIGNATURE OF VISA OFFICER
SIGNATURE DE L'AGENT DES VISAS

SECTION B

RECORD OF ENTRY / FICHE D'AUTORISATION DE SÉJOUR

TERMS AND CONDITIONS/CONDITIONS

ACCOMPANYING FAMILY MEMBERS/MEMBRES DE LA FAMILLE QUI VOUS ACCOMPAGNENT

NAME/NOM

DATE OF BIRTH
DATE DE NAISSANCE

RELATIONSHIP
LIEN DE PARENTÉ

STATUS
ÉTAT

I CERTIFY THAT THE PARTICULARS OF MY IDENTITY ARE CORRECT AND ACCEPT THE TERMS AND CONDITIONS SET OUT HEREIN. SEE BACK OF COPY 8 FOR PRIVACY ACT STATEMENT.
JE CERTIFIE QUE LES RENSEIGNEMENTS SUR MON IDENTITÉ SONT EXACTS ET J'ACCEPTE LES CONDITIONS PRÉCÉDENTES. VOIR AU VERSO DE LA COPIE 8 L'ÉNONCÉ DES DÉTAILS À FOURNIR SELON LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS.

SIGNATURE OF VISITOR
SIGNATURE DU VISITEUR

PASSPORT NUMBER
NUMÉRO DE PASSEPORT

SIGNATURE OF IMMIGRATION OFFICER
SIGNATURE DE L'AGENT D'IMMIGRATION

VALID UNTIL/DATE D'EXPIRATION

BONDED/CAUTIONNEMENT

BOND NUMBER
N° DU CAUTIONNEMENT

1 YES
OUI

2 NO
NON

DATE SIGNED/SIGNÉ LE

CANADA IMMIGRATION CENTRE
CENTRE D'IMMIGRATION CANADA

REMARKS/OBSERVATIONS

SPECIMEN

SECTION C

MEDICAL COMPLETED
FORMALITÉS MÉDICALES ACCOMPLIES

1 YES
OUI

2 NO
NON

SPECIAL PROGRAM
PROGRAMME SPÉCIAL

D.E.A./M.A.E.

FED. PRON. DESIG.
DÉSIGNATION FÉD./PROV.

LEVEL OF STUDY
NIVEAU D'ÉTUDES

SECTION D

DATE OF ORIGINAL ENTRY
DATE D'ENTRÉE INITIALE

EXTENSION NUMBER
CODE APPROPRIÉ

ORIGINAL SERIAL NUMBER
N° DE SÉRIE INITIAL

OFFICE FILE NO./N° DE RÉFÉRENCE DU BUREAU

COST RECOVERY
RECOURSÉMENT DES FRAIS

FEE/FRAIS

CS/TPS

RECEIPT NO./N° DE REÇU

UTILITIES/LIBRES

THIS FORM HAS BEEN ESTABLISHED BY THE MINISTER OF EMPLOYMENT AND IMMIGRATION
THIS DOCUMENT IS THE PROPERTY OF THE GOVERNMENT OF CANADA
FORMULAIRE ÉTABLI PAR LE MINISTRE DE L'EMPLOI ET DE L'IMMIGRATION
LE PRÉSENT DOCUMENT EST LA PROPRIÉTÉ DU GOUVERNEMENT DU CANADA



Appendix "E"
LETTER OF NO OBJECTION – SAMPLE
(Ref. at IS 14.29)

TO WHOM IT MAY CONCERN,

The bearer of this letter (*full name*) citizen of (*country*) who holds passport/travel document number _____

☐ has submitted a claim to refugee status in Canada.

OR

☐ is a dependent of (*name of head of family*) who has submitted a claim to refugee status in Canada.

(Name of individual) has indicated that he/she wishes to study in Canada. This is to inform you that, although our Regulations do not permit us to issue a student authorization in this case, we have no objection to this person attending school in Canada.

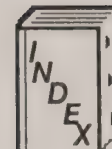
The bearer of this letter is not a permanent resident of Canada and a decision has not yet been made on the claim to refugee status. His/her temporary attendance at a school is at the discretion of school officials.

Yours truly,

Signature and CIC Stamp



SELECTION AND CONTROL



A

academic record, 10
arrival at a port of entry, 3

C

Canada Student Loan Act, 7
■ Certificat d'acceptation du Québec, 4
CIDA, i, 7, 12, 13, 15

D

dependents, 8, 10, 11, 13

E

employment authorization, 3, 9

F

financial problems, 10
Foreign Representative Acceptance, 9, 11
full-time study, 4

L

language training, 2, 5
living expenses, 7, 8, 13
long-term employment authorizations, 9

M

military personnel, 9
misrepresentation, 6

R

refusal, 9, 13

S

self improvement course, 2, 5
Special Program Students, 3, 9, 12, 13

T

temporary part-time studies, 5, 10, 13, 25
Tuition fees, 5, 7, 13, 18, 19, 21, 23

U

upgrading of skills, 5

Chapter 15 replaced by IF-2
Clandestine Processing Manual / 95
from the notes 95 of (www.95)

Chapter 16 replaced by IP-16
(Inland Processing Manual) per transmittal
notice 94-02 (Dec. 1994)

Chapter IP-16 (Inland Processing
Manual) replaced by Temporary
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TABLE OF CONTENTS

CHAPTER 22

PASSPORTS AND IDENTITY OR TRAVEL DOCUMENTSParagraph

AUTHORITY

GENERAL INTENT

Method of Identification 22.01

GUIDELINES

Requirements - Immigrants 22.02

Requirements - Visitors 22.03

Requirements - Permit Holders 22.04

Exceptions - Immigrants 22.05

Exceptions - Visitors 22.06

Passport Requirements 22.07

Identity or Travel Document Requirements 22.08

General Passport and Identity or Travel Document Requirements 22.09

Acceptable Identity and Travel Documents 22.10

Diplomatic, Consular, Official and Service Passports 22.11

* Citizenship Registration 22.12

Spares 22.13 - 22.19

PROCEDURES

Spare 22.20

Determination of Passport Forgeries 22.21

- Spare 22.22

Use of Canadian Citizenship Certificates 22.23

Fraudulent Canadian Birth Registrations 22.24

Notation and Endorsement of Non-Cdn. Passports, Identity/Travel Documents 22.25

Canadian Travel Documents 22.26

Crew Members' Certificates Issued by Various Governments 22.27

Travel Document Issued by Red Cross 22.28

Notation of Passports by Posts Abroad 22.29

World Service Authority 22.30

Planetary Passports 22.31

Group Passports Issued by Various Governments 22.32

On...Spares 22.33

**IMMIGRATION
MANUAL****GUIDE
DE L'IMMIGRATION**Appendix

Signatories to the 1951 Convention and/or 1967 Protocol Re. Status of Refugees	"A"
Passport - Identity/Travel Document Info. (by Country/Issuing Auth.)	"B"
Countries Named by Governor in Council for purposes of Visiting Forces Act	"C"

CHAPTER 22

PASSPORTS AND IDENTITY OR TRAVEL DOCUMENTS

AUTHORITY

Act: 111(2)(b)(c), 115(1)(z)

* Regulations: 14, 49 and Schedule II.

GENERAL INTENT

22.01 METHOD OF IDENTIFICATION

Passports and identity or travel documents are designed to facilitate international travel, and are normally recognized as an acceptable form of identification for this purpose. As such, they are essential to the carrying out of the Act and Regulations in that they adequately identify persons seeking admission to Canada, and, in the case of visitors, may, by establishing their citizenship or country of residence, constitute an acceptable guarantee of readmission as required by the legislation.



GUIDELINES

22.02 REQUIREMENTS - IMMIGRANTS

Under R14(1), possession of a valid passport, or identity or travel documents, is a mandatory requirement for every immigrant seeking permanent admission to Canada. The purpose of this requirement is to ensure adequate identification of the individual concerned.

22.03 REQUIREMENTS - VISITORS

Under R14(3), possession of a valid passport, or identity or travel document, is a mandatory requirement for every visitor seeking temporary admission to Canada. The purpose of this requirement is to ensure adequate identification of the individual concerned, and to guarantee that person's readmission to either the country which issued the passport, or identity or travel document, or to another country.

22.04 REQUIREMENTS - PERMIT HOLDERS

- 1) While it is not a legal requirement for holders of a Minister's Permit seeking admission to Canada for immigrant or visitor purposes to be in possession of an unexpired passport or an acceptable identity or travel document, such holders are to be encouraged to obtain an unexpired or an acceptable travel document when they are able to do so.
- 2) Normal passport or identity or travel document requirements for immigrants or visitors do not apply in the case of a permit holder when the Minister's Permit has been issued specifically to overcome the provisions of R14, pending the conclusion of Order-in-Council procedures to waive the normal requirements.

22.05 EXCEPTIONS - IMMIGRANTS

Normal passport or identity or travel document requirements for immigrants do not apply in the case of:

- 1) A Convention refugee when in possession of a valid and subsisting immigrant visa, and when the issuing visa officer is of the opinion that it would be impractical to require that person to obtain a passport or identity or travel document;
- 2) A person holding a valid and subsisting immigrant visa when an Order-in-Council waiver of R14 has already been granted;
- 3) A person who has been determined by a visa officer to be a member of the Indochinese Designated Class, the Latin American Designated Class or the Self-Exiled Persons Class (see IL 7).

It is important that both visa and immigration officers state on the form IMM 1000 in either box 11 or in the "Remarks" section that the person has a waiver of or exemption from the requirement to have travel or identity documents. The notation should take the following form:

- Convention refugees: Waiver R14(2)
- Members of designated classes: Exemption IL 7 - para. 4
- Other persons exempted by Order in Council: OIC/R14(1).



IS 22.06

22.06 EXCEPTIONS - VISITORS

Normal passport, identity or travel document requirements for visitors do not apply in the case of:

- 1) A visitor who is a citizen of the United States;
- 2) A visitor seeking entry from the United States or St. Pierre and Miquelon who has been lawfully admitted to the United States for permanent residence;
- 3) A visitor seeking entry from Greenland who is a resident of Greenland;
- 4) A member of the armed forces of a state designated for the purposes of the Visiting Forces Act (See Appendix "C") who is seeking entry to carry out official duties for a visiting force of that country or for the Canadian forces. This does not apply to a person who has been designated as a civilian component of that visiting force;
- 5) A visitor seeking entry from St. Pierre & Miquelon who is a citizen of France and a resident of St. Pierre & Miquelon.
- 6) A visitor who is seeking entry as, or in order to become, a member of the crew of a vehicle and who is in possession of a seaman's identity document issued to him pursuant to International Labour Organization conventions, or an airline flight crew licence or crew member certificate issued to him in accordance with International Civil Aviation Organization specifications.

22.07 PASSPORT REQUIREMENTS

A passport must be issued by the proper issuing authority of the country of which the individual concerned is a citizen or national.

22.08 IDENTITY OR TRAVEL DOCUMENT REQUIREMENTS

- 1) Only those identity or travel documents defined in one of the categories of acceptable documents set out in R14(1) or (3) or specifically included in Schedule VII, Item 1 or 2 may be accepted for admission to Canada in lieu of a national passport. In order to be acceptable for visits to Canada, a travel document must guarantee the holder's return to the country of issue (see 22.10).
- 2) Travel documents may be acceptable either for immigration purposes, visitation purposes, or both. Acceptability for immigration purposes is conferred on certain types of documents in R14(1). Recognition of travel documents for visitors is conferred by R14(3). Schedule VII, Items 1 and 2 identify documents that do not meet the requirements of R14 but are considered as valid for immigration or visitor purposes. Officers should ensure that a document is acceptable for the purpose for which admission is sought.



- * 3) The Minister may designate as not acceptable, travel documents which would otherwise appear to comply with the criteria for acceptability. This authority was sought primarily to allow the Commission to control entry in instances where acceptance of a travel document could be construed as recognition of a country or a regime or of the holder's official capacity as a representative of that country or regime. Schedule VII, Item 3 specifies as unacceptable all identity or travel documents purporting to be issued by Transkei, Ciskei, Venda, Bophuthatswana and by the All Palestine Government, as well as any passport issued by the United Kingdom entitled "British Visitor's Passport".
- 4) An Identity or Travel Document must be valid at the time of presentation.

22.09 GENERAL PASSPORT AND IDENTITY OR TRAVEL DOCUMENT REQUIREMENTS

In addition to the above specific requirements for passports and identity or travel documents, the following conditions apply:

1) Validity

A passport, identity or travel document, must be valid when presented on arrival at a Canadian port of entry. In the case of visitors, passport holders must terminate their stay in Canada at least one day before the date of expiry of the passport; identity or travel document holders must terminate their stay in Canada at least one month before the expiry date of the document.

2) Readmissibility

Under R14(6), immigration officers may require visitors to establish their readmissibility to the country from which they seek entry, or to another country. Normally, the passport, identity or travel document of a visitor will serve to satisfy this requirement.

3) Restrictions

- a) Passports or travel documents which are endorsed "not valid for Canada", or do not include Canada in the list of countries to which the holder may travel do, in fact, comply with R14(1) for the admission of immigrants. Travel documents endorsed "not valid for Canada", or which do not include Canada among the list of countries to which the document allows travel, are unacceptable for visitation purposes. In such cases, the individual concerned must arrange cancellation or alteration of the endorsement by the appropriate authorities, or obtain an acceptable passport, or identity or travel document. Otherwise, a Minister's Permit will have to be issued.



- b) "Visitors passports" and travel documents which state that they are not valid for emigration do, in fact, comply with R14(1) and hence are acceptable for immigration to Canada. However, as some of these documents are of limited value as a means of identification and since our acceptance of them may have an effect on the willingness of the country of issue to accept the return of the holder, prospective immigrants should be asked to provide regular, unrestricted passports if these can be obtained.

22.10 ACCEPTABLE IDENTITY AND TRAVEL DOCUMENTS

1) Immigrants

- a) To be acceptable in lieu of a passport, an identity or travel document must either be specified in Schedule VII, Item 1 or be of a type referred to in R14(1)(b) or (c) and be valid at the time of presentation.
- b) R14(1)(b) refers to travel documents other than national passports which are issued to a person by the country of which he is a citizen or national. An example of such a document is the Republic of Korea Travel Certificate issued to nationals of Korea.
- c) R14(1)(c) refers to identity or travel documents of a type issued to non-national permanent residents of the country of issue, refugees or stateless persons who are unable to obtain a travel document from their country of citizenship or who have no country of citizenship. Included in this category are documents issued to refugees by signatories to the 1951 Convention and 1967 Protocol Relating to the Status of Refugees and documents issued to stateless persons. Examples of travel documents recognized by R14(1)(c) are the "Document de Voyage Pour Les Réfugiés Palestiniens" issued by Lebanon and the "green Certificate of Identity" issued to non-national residents of Hong Kong.

2) Visitors

- a) To be acceptable in lieu of a passport, an identity or travel document must either be specified in Schedule VII, Item 2 or be of a type referred to in R14(3)(b) or (c). Such documents must be valid at the time of presentation and, except in the case of those documents recognized by Instrument, guarantee the holder's re-admission to the country of issue.
- b) The guarantee of re-admission may be conferred by the travel document itself or by another document (usually a re-entry visa) placed in the travel document. It should be noted that where the re-admission guarantee is in the form of some types of re-entry visa, the guarantee is valid only as long as the visa is valid, not until the travel document expires.



- c) R14(3)(b) refers to travel documents other than national passports which are issued to a person by the country of which he is a citizen or national. An example of such a document is the Republic of Korea Travel Certificate issued to nationals of Korea.
 - d) R14(3)(c) refers to identity or travel documents of a type issued to residents who are not citizens of the country of issue (including temporary residents and visitors) refugees or stateless persons who are unable to obtain a travel document from their country of citizenship or who have no country of citizenship. Included in this category are documents issued to refugees by signatories to the 1951 Convention and 1967 Protocol relating to the status of refugees and documents issued to stateless persons. Examples of travel documents recognized as valid for visitors by R14(3)(c) are the "Document de Voyage Pour les Réfugiés Palestiniens" issued by Lebanon and the green Certificate of Identity issued to non-national residents of Hong Kong.
- 3) Officers abroad and at Canadian ports of entry should ensure that all persons proceeding to or seeking to come into Canada without passports are in possession of identity or travel documents which comply with R14 or the relevant section of Schedule VII, Item 1 or 2.
 - 4) Situations where a person's passport, identity or travel document is not acceptable should be resolved by insisting that the person concerned obtain an acceptable document or, where circumstances warrant, by Minister's Permit or Order-in-Council procedures designed to overcome the prohibition resulting from non-compliance with R14.

22.11 DIPLOMATIC, CONSULAR, OFFICIAL AND SERVICE PASSPORTS

Under R14(1)(a) Diplomatic, Consular, Official and Service passports are not acceptable for immigration purposes. Such documents are valid for admission as a visitor.

* 22.12 CITIZENSHIP REGISTRATION

- 1) Operations Sydney, P.O. Box 7000, Sydney, N.S. B1P 6V6 is responsible for the records function and certificate preparation. This includes an Approvals Division which is responsible for certain applications emanating from the field, most applications from outside Canada and applications submitted directly.
- 2) The office of the Registrar of Canadian Citizenship remains in Ottawa, Ontario K1A 0M5 together with a staff to provide functional direction on citizenship legislation, policy and procedures. Enquiries pertaining to the interpretation of the Citizenship Act/Regulations, policy, procedures to be followed in filing applications etc... will continue to be the responsibility of the Ottawa location (819-994-1566/994-1161).



IS 22.12

- 3) The telex number in Sydney is SOS-SYD 019-35295, the telephone number for the Chief of Approvals is (902) 564-7803 and the telephone number for the Enquiry Unit is (902) 564-7800.

22.13 - 22.19 SPARES



PROCEDURES

22.20 SPARE

22.21 DETERMINATION OF PASSPORT FORGERIES

- 1) Complete forgeries are rare, due to the work required, but falsifications of genuine passports are relatively frequent. The latter may be divided into two main groups:
 - a) Those in which the rightful holder wishes to suppress unfavourable entries in his passport; and
 - b) Those where the holder is not the person to whom the passport was issued, and the information in the passport has been partially or wholly falsified to meet his requirements.
- 2) Detailed guidelines for the determination of forgeries are considered to be privileged internal communications and are therefore not available for public scrutiny.
- 3)
 - a) When a forgery or falsification is detected by an Immigration officer using the privileged guidelines at IC 3.15, the seized document will be sent by secure mail to the Director, Analysis & Intelligence, Operations Branch, Immigration HQ, Ottawa, Ont. K1A 0J9, along with all information related to its acquisition. If this is a newly detected fraudulent document, it will be sent to the RCMP for forensic analysis. Within 48 hours, the document, or a photograph of it, will be returned to the Operations Branch along with the analysis. If not already sent, an alert will then be issued and coloured photographs distributed. If the RCMP already have a sample of that particular document, it will be returned to the contributor by the Operations Branch. The document itself can then be disposed of in accordance with R49 of the Regulations.
 - b) To be effective, timeliness is crucial. For example, when a certain type of passport or travel document is detected in Bangkok or Vancouver, other ports of entry and posts abroad must be informed as soon as possible to be on the alert for similar versions. In addition, intelligence on a particular product such as the manufacturer, supplier, ticketing agent, etc. is critical and must be reported in an effort to neutralize a particular impropriety.
- 4) All(2)(b)&(c) provides the authority necessary for an immigration officer to seize a travel or other document related to admission in specific circumstances. Refer to IE 2.26, IE 10.11 8) and IE 14.19 for details.

22.22 SPARE



22.23 USE OF CANADIAN CITIZENSHIP CERTIFICATES

1) Investigation by RCMP

The RCMP act on behalf of the Citizenship Registration Branch, Secretary of State Department, with regard to investigation and prosecution in cases where a certificate of Canadian citizenship has been used to personate a Canadian, or where a Canadian knowingly permits a certificate of citizenship to be used illegally.

2) Reports by Immigration Officers

Certificates of citizenship or naturalization which come into the possession of Immigration officers when incidents of apparent or suspected misuse occur, will be submitted to the local detachment of the RCMP with a report of the incident as soon as possible. A copy of the report will be sent to the Registrar of Canadian Citizenship, Department of the Secretary of State, Ottawa.

3) Examination of Photocopies

Immigration officers will take particular care during any examination when photocopies of certificates are presented since copies will not necessarily show erasures which may have been made on the original document.

22.24 FRAUDULENT CANADIAN BIRTH REGISTRATIONS

To lessen the possibility of persons gaining admission to Canada by means of fraudulent or improperly issued Canadian birth documents, full details of any irregularities in the registration of a birth, or any fraudulent use of a Canadian birth certificate which come to the attention of an immigration officer are to be referred directly to the appropriate provincial registrar by the office concerned for verification purposes.

22.25 NOTATION AND ENDORSEMENT OF NON-CANADIAN PASSPORTS, IDENTITY OR TRAVEL DOCUMENTS

1) General

- a) Endorsement and notation of foreign passports is normally restricted to visa, port of entry, and inland office stamps. Instructions for specific notations in the case of documents held by persons deported or repatriated follow in 22.25 2); endorsements transferring confirmation of landed immigrant status are covered in IS 22.25(3).
- b) While there is no Commission policy or instructions which preclude other relevant endorsements or notations to foreign passports, identity or travel documents, it should be noted that extensive or irrelevant notations can result in criticism from foreign officials or representatives. They may contend that such notations, particularly if



construed to reflect adversely on the holder, are a breach of normal procedural protocol in the handling of international passports and identity or travel documents, which in most instances are considered to remain the property of the issuing state of authority.

2) Deportation/Repatriation

The passport, identity or travel document of a person ordered deported or repatriated from Canada at government expense, which shows landed or returning resident status, will be endorsed "not valid for readmission" above each status entry at the time of deportation. In repatriation cases, the endorsement will read "Repatriation case - not valid for readmission". Such endorsements will be dated and initialed by the officer concerned. The holder's copy of the form IMM 1000 will be seized and destroyed.

3) Transfer of Landing Endorsements

a) Referral by Foreign Consulates in Canada to CICs

Foreign consulates in Canada have been asked to refer all requests for the transfer of landing endorsements in expired to renewed passports, to the nearest CIC.

b) Action by CIC

The passport holder will be advised that the holder's copy of form IMM 1000 is sufficient evidence of status in Canada. If the holder insists on the transfer of endorsements, the CIC will take the following action:

- i) obtain the date and place of landing from the old passport, identity or travel document or from the holder's copy of the IMM 1000. If these documents are not available, obtain the necessary particulars in order to secure the landing details from NHQ.
- ii) immediately following the last endorsement in the passport, identity or travel document enter this notation: "immigrant landed (port and date)", and immediately underneath imprint the port stamp and initial.
- iii) cancel the endorsement and enter the date in the old passport, identity or travel document if such documents have not, in fact, been withdrawn by the Consulate.

c) Transferred Endorsements

Endorsements transferred by foreign consuls may be accepted as evidence but not as proof of status in Canada.



IS 22.26

22.26 CANADIAN TRAVEL DOCUMENTS

1) a) Passports

Canadian passports are not mandatory for the admission of citizens to Canada, since anyone who satisfactorily establishes Canadian citizenship will be allowed to come into Canada as a matter of right. However, possession of a valid passport is a requirement for the admission of Canadian citizens into most other countries. Persons enquiring into the necessity of obtaining a passport should be directed to contact the Embassy, Consulate, High Commission, or representative mission of the country concerned for advice in this regard. CICs should maintain small quantities of passport applications/pamphlets which they can obtain by contacting the Ottawa address in b) following. CICs will distribute such materiel without attempting to determine the citizenship of the person concerned.

- b) When such persons inquire at CICs at the following locations as to the procedures involved and requirements for obtaining Canadian passports, they will be directed to one of the following offices as appropriate:

St. John's

Regional Passport Office
Fourth Floor
General Post Office Bldg.
354 Water Street
St. John's, Nfld.
A1C 1C4
Tel.: 772-4616

Quebec

Regional Passport Office
Fifth Floor
2535 Laurier Blvd., South
Ste-Foy, Quebec
G1V 4M3
Tel.: 694-4990/2

Halifax

Regional Passport Office
Suite 1210, Barrington Tower
Scotia Square
Halifax, N.S.
B3J 1P3
Tel.: 426-2770/1

Montreal

Regional Passport Office
Suite 215, West Tower
Guy Favreau Complex
200 Dorchester Blvd., West
Montreal, Quebec
H2Z 1X4
Tel.: 283-2152

Fredericton

Regional Passport Office
Suite 601, Kings Place
440 King Street
Fredericton, N.B.
E3B 5H8
Tel.: 452-3900/2

Ottawa/Hull

The Passport Office
Department of External Affairs
Ottawa, Ontario
K1A 0G3
* Tel.: 995-8826 or 994-3500

-

Toronto

Regional Passport Office
Suite 1012, Royal Trust Tower
Toronto Dominion Centre
Toronto, Ontario
M5K 1K2
Tel.: 369-3251

Toronto (Sub-Office)

Regional Passport Office
Ground Floor
Government of Canada Bldg.
4900 Yonge Street
Willowdale, Ontario
M2N 6A6
Tel.: 224-4411

Hamilton

Regional Passport Office
Suite 1006, Union Gas Building
20 Hughson Street, South
Hamilton, Ontario
L8N 2A1
Tel.: 523-2831/2

London

Regional Passport Office
8th Floor
Government of Canada Bldg.
451 Talbot St.
London, Ontario
N6A 5C9
Tel.: 679-4366

Windsor

Regional Passport Office
Room 504
Bank of Commerce Bldg.
100 Ouellette Ave.
Windsor, Ontario
N9A 6T3
Tel.: 253-3507

Winnipeg

Regional Passport Office
Suite 308, Revenue Bldg.
391 York Avenue
Winnipeg, Man.
R3C 0P6
Tel.: 949-2190

Saskatoon

Regional Passport Office
Room 605, Federal Bldg.
101 - 22nd Street, East
Saskatoon, Saskatchewan
S7K 0E1
Tel.: 665-5106

Edmonton

Regional Passport Office
Suite 500, Royal Bank Bldg.
10117 Jasper Avenue
Edmonton, Alberta
T5J 1W8
Tel.: 420-2622/3

Calgary

Regional Passport Office
Room 480
Government of Canada Bldg.
220 - 4th Avenue, South East
Calgary, Alberta
T2G 4X3
Tel.: 231-5171/2

Vancouver

Regional Passport Office
610 - 800 West Pender St.
Vancouver, B.C.
V6C 2V6
Tel.: 666-1221

Victoria

Regional Passport Office
Suite 228, Customs House
816 Government St.
Victoria, B.C.
V8W 1W8
Tel.: 388-0213

- c) In other centres across Canada, persons making inquiries as outlined above are to be given a copy of the instruction sheet entitled "HOW TO OBTAIN A CANADIAN PASSPORT IN CANADA", supplies of which may be obtained from the Passport Office in Ottawa at the above address.

2) a) Canadian Certificates of Identity

The purpose of the document is expressed clearly in the following statement which appears on the inside front cover of the Canadian Certificate of Identity:

"The present certificate is issued for the sole purpose of providing the holder with identity papers in lieu of a national passport. It is without prejudice to and in no way affects the national status of the holder. If the holder obtains a national passport, it ceases to be valid and must be surrendered to the issuing authority".

Canadian Certificates of Identity are extraordinary travel documents issued by the Department of External Affairs on a restricted basis to stateless persons and foreign nationals permanently residing in Canada (i.e., permanent residents) who have a need to travel but are unable to obtain a travel document from any other source. The department of External Affairs ordinarily refuses to issue Certificates of Identity to persons who have voluntarily taken steps to divest themselves of their citizenship for personal reasons.

- b) Immigration officers will, where possible, inform permanent residents who may be contemplating renunciation of a foreign citizenship that they would not be eligible to receive Canadian Certificates of Identity in lieu of national passports and that they would not be eligible for Canadian passports until they become Canadian citizens.
- c) To avoid any misunderstanding on this subject it must be made perfectly clear that whether the person renounces his citizenship is entirely his own affair and immigration officers will not, under any circumstances, attempt to dissuade him. However, it is in the Commission's interest to ensure that such persons are given accurate information on the subject in



order to reduce the possibilities of their claiming, at a later date, that they were led to believe they could travel freely outside of Canada.

- d) It should also be noted, and holders of Canadian Certificates of Identity advised accordingly, that possession of this document does not guarantee that returning resident status will be accorded to the bearer (as opposed to physical admission to Canada). Therefore, holders of Canadian Certificates of Identity should be counselled to obtain returning resident permits which will, in the absence of evidence to the contrary, provide proof that the holders did not leave or remain outside Canada with the intention of abandoning Canada as their place of residence.

3) Canadian Emergency Passports:

- a) Emergency Passports are available only at posts abroad and are issued to Canadian citizens who are being repatriated or deported to Canada, or to those whose ordinary passports have been lost or impounded. The purpose of this document is to provide an accountable, standardized and more secure temporary travel document for return to Canada.
- b) The emergency passport is approximately 8 1/2 x 11, preprinted on passport paper, and individual documents may be identified by their own serial numbers.
- c) The Department of External Affairs hopes to retrieve every document issued. Examining officers at Canadian ports of entry are to ensure that the emergency passports are surrendered on the holder's arrival in Canada and forwarded to the Passport Office, Department of External Affairs, Ottawa. A space is provided on the face of the document for the signature of the officer receiving the passport.

4) Affirmation for Visa

"Affirmation for Visa" form IMM 1281 (see IC 2.35 4)) is NOT to be used or considered acceptable in lieu of a passport, or identity or travel document.

22.27 CREW MEMBERS CERTIFICATES ISSUED BY VARIOUS GOVERNMENTS

Members of the crews of vehicles arriving in Canada are exempt from the requirement to be in possession of a travel document which satisfies R14(3) provided that they are in possession of one of the following:

- a) A Seafarer's National Identity Document issued pursuant to ILO Convention 108. The International Labour Office (ILO) Convention 108 provides for the issue by each ratifying country (of which Canada is one) of an identity document to each seafarer engaged in its maritime navigation. Particulars of name, date and place of birth, nationality or citizenship, physical characteristics, photograph and signature of the seaman to whom



IS 22.27

it is issued are included in the document which guarantees the return of the holder to the territory of the issuing country. In Canada, the Ministry of Transport issues Seafarer's National Identity Documents (Laminated Card) only to Canadian citizens.

- b) A Seaman's Book issued pursuant to ILO Convention 22. The ILO Convention 22 provides that every seaman shall be given a document containing a record of employment on board the vessel. The form of the document and the particulars recorded in it shall be determined by the issuing country, but shall not comment on the quality of work or wages. Generally, this document is in book form.
- c) A Crew Member Certificate issued in accordance with ICAO specifications. International Civil Aviation Organization (ICAO) specifications provide for a Crew Member's Certificate, approximately 6" x 4", showing particulars of name, address, date and place of birth, nationality or citizenship, the name of the employing airline and description of duties, as well as a photograph and signature of the holder. Although the return of the holder to the territory of the issuing country is guaranteed, the certificate is valid for use only during the term of employment, and while actually serving, as a crew member.
- d) A licence issued to airline flight crew personnel.

22.28 TRAVEL DOCUMENT ISSUED BY RED CROSS

1) Travel Document

This document is included in Schedule VII, Item 1 (see IL 2). The IRC travel document is not governed by any conventions and neither does it undermine nor affects the national status of the holder. While it is acceptable as a travel document, it is not an identification paper and visa and examining officers must otherwise satisfy themselves with the bearer's identity.

- 2) Immigration offices abroad may be able to avoid the necessity of Minister's Permits, and Order-in-Council requests, by referring provisionally approved immigrants, who do not hold and cannot obtain any other acceptable travel document, to the local representative of the International Committee of the Red Cross, who may issue this document if the following conditions apply:
 - a) lack of a valid passport or any other travel document that would permit travel, and inability to obtain or renew such a document;
 - b) promise of visa issued by diplomatic or consular agents of the country to which the applicant wishes to go, as well as for any other countries en route;
 - c) promise of permission to leave or safe conduct issued by the country which the applicant wishes to leave.



22.29 NOTATION OF PASSPORTS BY POSTS ABROAD

- 1) A control measure is necessary to assist visa officers in identifying persons who attempt to circumvent our requirements with respect to gaining admission to Canada.
- 2) Detailed guidelines in this area are considered to be privileged internal communications, and are therefore not available for public scrutiny. Immigration officers should refer to IC 3.

22.30 WORLD SERVICE AUTHORITY

- 1) World Service Authority passports are issued by Garry Davis, an expatriate American who is a self proclaimed "citizen of the world" and founder of the World Citizen Party. These passports are available to anyone who submits the purchase price.
- 2) The "World Service Authority" is not considered to be a legitimate issuing authority and World Service Authority Passports are not valid for admission to Canada.
- 3) The documents have a blue plastic cover with gold lettering. They bear the inscription "World Service Authority" and an oval map of the world. The word "passport" is written on the front cover in English, French, Russian, Chinese and Arabic.

22.31 PLANETARY PASSPORTS

Planetary Passports are issued by the World Federalists of Canada. They are blue in colour and the manufacture and printing are of good quality. These documents are not valid for admission to Canada.

22.32 GROUP PASSPORTS ISSUED BY VARIOUS GOVERNMENTS

A group passport is to be accepted for visitor purposes only if it is issued to members of organized parties and athletic teams and if it complies with the following conditions:

- 1) It must be a valid travel document according to the law of the country in which it is issued;
- 2) All persons named in it must be nationals of the country of issue;
- 3) All persons named in it must be eligible for ordinary visitor visas;
- 4) It must be valid for a period of one day or more beyond the expiry date of the visa to be issued;
- 5) It must permit the re-entry to the country of issue of all persons named in it;



- 6) It must provide that all persons named in it will enter Canada and leave Canada as a group and that the document is not valid for travel otherwise.

When a group passport is presented that does not seem to comply with the preceding conditions, the matter should be referred to the Director General, Operations Branch, Immigration HQ, for a decision.

22.33 ON...SPARES



SIGNATORIES TO THE 1951 CONVENTION AND/OR 1967 PROTOCOL
RELATING TO THE STATUS OF REFUGEES (REFER TO IS 22.10 1))

Algeria
Angola
Argentina
Australia
Austria
Belgium
Benin
Botswana
Brazil
Burundi
Cameroon
Canada
* Central African Republic
Chad
Chile
Colombia
Congo
Costa Rica
Cyprus
Denmark
Djibouti
Dominian Republic
Ecuador
Egypt
Ethiopia
Fiji
Finland
France
Gabon
Gambia

Germany (West)
Ghana
Greece
Guinea
Guinea-Bissau
Holy See
Iceland
Iran
Ireland
Israel
Italy
Ivory Coast
Jamaica
Japan
Kenya
Lesotho
Liberia
Liechtenstein
Luxembourg
Malagasy Republic
Mali
Malta
Monaco
Morocco
Netherlands
New Zealand
Nicaragua
Niger
Nigeria
Norway

Panama
Paraguay
Peru
Philippines
Portugal
Rwanda
Sao Tome and Principe
Senegal
Seychelles
Sierra Leone
Somalia
Spain
Sudan
Suriname
Swaziland
Sweden
Switzerland
Tanzania
Togo
Tunisia
Turkey
Uganda
United Kingdom
U.S.A.
Upper Volta
Uruguay
Yemen
Yugoslavia
Zaire
Zambia
Zimbabwe



SPECIFIC PASSPORT AND IDENTITY OR TRAVEL DOCUMENT INFORMATION
(BY COUNTRY OR ISSUING AUTHORITY) (To be read in conjunction
with IL 3 and Schedule VII of the Regs. - IL 2)

NOTE: Certain document descriptions have been exempted from public access in accordance with the terms of sections 15 and 16 of the Access to Information Act. Visa officers abroad and Immigration officers in Canada should read these guidelines in conjunction with Appendix "A" of Chapter IC 3.

1) Afghanistan

- a) Passports issued by Afghanistan, which is not recognized by Canada, are considered to meet the requirements of Regulation 14(1)(a) and (3)(a). Visas, stamps and notations may be endorsed in these passports, subject of course to normal NARVIT visitor visa procedures.
- b) Diplomatic or Special Passports are an indication that their bearers are travelling as representatives of the regime. Accordingly, such passports must not be visaed, stamped, or endorsed in any manner as a precaution against recognition implications (see also IC 2.50).

2) Chile

- a) Certain Chilean citizens abroad must apply to a Chilean consulate or embassy for permission to return to their country. The passports of such Chileans are identified by the letter "L", which is usually written after the passport number on the first page. These passports are not valid for re-entry to Chile. Should a Chilean in possession of such a passport be granted permission to return, he is then issued a new passport without any special endorsement.
- b) Since passports containing the letter "L" do not guarantee re-entry to Chile, they do not meet requirements of Regulation 14(3)(a).

3) Columbia

This country grants Colombian passports to non-nationals who invest significant sums of money there. These passports do not imply the recognition of Colombian nationality, as such, they do not meet the requirements of Regulation 14.

4) Cyprus

a) Cypriot Passports

Cypriot passports issued or extended by the Turkish-Cypriot Administration in Cyprus are not valid for admission to Canada.



In Cypriot passports issued by the Turkish-Cypriot Administration in northern Cyprus, the autonomous seal is almost identical to that used by the Government of Cyprus recognized by Canada. The main differences between the seals, easily noticeable upon examination, are:

- i) The Republic of Cyprus seal bears inscriptions in Greek and Turkish, with the wording "Migration Office" in English.
- ii) The Turkish Cypriot seal is in English and Turkish with the wording "Turkish Federated State of Cyprus".

b) Turkish Passports issued by the Embassy of Turkey in Nicosia, Cyprus

To facilitate the travels of Turkish-Cypriots who cannot obtain valid Cyprus passports, the Embassy of Turkey in Nicosia issues them with ordinary Turkish passports. These are valid for travel to Canada as a visitor and an immigrant.

5) Estonia

Passports issued by the Estonian government-in-exile do not meet the requirements of Regulation 14.

6) European Economic Community

- a) The ten member states of the European Economic Community have agreed to individually issue a somewhat standard European passport. It will be available as an option for their citizens. Ireland, Italy, Luxemburg, Denmark and France have already begun issuing passports which are 3½ by 5 inches in size, wine, maroon/burgundy in colour and soft-covered with center sewn stitching. They are multilingual and contain roughly the same information.
- b) The Netherlands, Belgium and Greece are soon expected to start issuing these passports. Britain will delay for two years and Germany has not decided on their issuance.

7) Hong Kong

a) Declaration of Identity

This is a one page document issued to non-residents of Hong Kong merely for visa purposes. These declarations are normally prepared by notaries public in Hong Kong for persons who do not have Hong Kong resident status. These documents are endorsed by Hong Kong immigration authorities as valid for re-entry to Hong Kong for two years. These documents are not acceptable.



b) Certificate of Identity

This certificate is a regular passport type Certificate of Identity issued to legal residents by the Hong Kong government. This document should not be confused with the Hong Kong Declaration of Identity; the Certificate of Identity is acceptable provided that it otherwise complies with R14 1) or 3).

8) India

Certificate of Identity: This certificate imposes three conditions to be met before readmission to India is guaranteed; the holder must obtain a "no objection to return" endorsement prior to leaving India, the holder must obtain a visa to return to India from a mission abroad, and the visa must be obtained within a six-month time limit. These conditions are considered to render the required guarantee of readmission sufficiently contingent as to negate it for visitor purposes. The onus for obtaining a re-entry visa is placed on the holder, who can inadvertently or deliberately ignore the six-month deadline, thereby obviating the Indian obligation to readmit. Hence the control factor is seriously weakened. In view of the conditions of issuance of this certificate, it has been determined that the document is not acceptable under R14 for the admission of visitors. The Certificate of Identity is a valid document for immigration.

9) Iran

1. Since the overthrow of the Shah's regime in Iran, numerous counterfeit and forged Iranian passports have been identified. It is sometimes difficult to judge whether or not an Iranian passport has forged entries since the standard of issue is generally poor. Also, it is not uncommon to see alterations to the personal particulars performed by the issuing officer by means of correction fluid and without authentication.

There are five types of Iranian passports that could still be in use taking into account revalidation:

- a) EMPIRE DE L'IRAN 1970-1979. This has a soft plastic cover with a tooled emblem of a Lion and Crown. The paper has no watermark and the personal particulars are entered in manuscript.

Counterfeit documents have some, or all, of the following faults:

- i) smaller in size than the genuine;
- ii) the cover differs in texture, colour and definition of the tooling;
- iii) the serial number at the bottom of each page is followed by an asterisk rather than preceded by it;



- iv) on page 7 the French text "Ce passeport expire le ..." has the "e" missing from "Ce";
 - v) the word "Visas" at the top of each page is the same throughout the passport. In the genuine passport, the typeface is different on pages 14 and 15.
- b) IMPERIAL GOVERNMENT OF IRAN 1978-1980. This type has a brown/maroon vinyl cover with the Lion and Crown emblem in gold foil. The paper is watermarked with the Lion and Crown emblem and Farsi script. The personal particulars are entered in manuscript. Various paste-over sheets and/or rubber stamps may have been used to transform the document into one issued by the Islamic Republic. Counterfeit documents have some, or all, of the following faults:
- i) slightly smaller size;
 - ii) different texture and colour of cover;
 - iii) the pages have a heavier background print and poor quality overprint;
 - iv) there is a chemically simulated watermark which is visible without the aid of transmitted light;
 - v) the paper is highly fluorescent under ultra violet light.
- c) ISLAMIC REPUBLIC OF IRAN 1979-1980. The brown/maroon vinyl cover has a sunburst emblem in gold blocking. The paper is watermarked with the Lion and Crown emblem except for a stitched-in, paste-over page 1 which has no watermark. The personal particulars may be entered in manuscript or typed. A counterfeit document may have blurred gold blocking, poor quality overprint on the pages and no watermark.
- d) ISLAMIC REPUBLIC OF IRAN 1980-1982. The brown/maroon vinyl cover has a Sword and Crescent emblem in gold blocking. A stitched-in, paste-over sheet covers page 1 and hides the Imperial emblem which appeared there. The paper is watermarked with the Lion and Crown emblem. The personal particulars are typewritten. Counterfeit documents detected have had a very stiff cover and an indistinct simulated watermark which fluoresced under ultra violet light.
- e) ISLAMIC REPUBLIC OF IRAN 1982-. This type has a brown/maroon vinyl cover with Sword and Crescent emblem in gold blocking. The paper is watermarked with the Sword and Crescent emblem. The personal particulars are typewritten. Counterfeit documents have a very stiff cover and simulated Lion and Crown watermark. On page 3 of this passport, the English equivalent of "prenom" is given as "name", and "nom" as "surname". On page 7, this is reversed and "prenom",



becomes "surname". Passport types described in paragraphs b), c) and d) above have this same erroneous reversal. Therefore, all the names in an Iranian passport should be checked as surnames. The new style Iranian passports (those described in paragraphs d) and e) have security printing on the paper which is designed to be invisible under normal circumstances. It reacts strongly to bleaching agents to produce a dark brown image containing Farsi characters meaning "Forgery". Although this is a safeguard against alterations to written details, it has been observed to have been activated by the chemical constituents of the adhesive used to affix the photograph. This is especially noticeable under ultra violet light and should not be taken as a certain indication of photograph substitution.

All of the above passports have been encountered with substituted photographs, altered details and forged embossings. One wet embossing that has come to notice as a forgery on several occasions has the spelling "revoltionary". Suspect embossings should be checked for spelling mistakes, misalignment and poor formation of lettering.

An Iranian wishing to leave Iran is required to obtain an exit permit from local provincial police headquarters. This takes the form of a rubber stamp, which is in red ink if it is valid for only one exit. It is in green ink if it is valid for the life of the passport. An exit tax is also payable and the receipt is usually entered in the passport in the shape of a red ink cash register endorsement in Farsi.

10) Korea, North

Although the North Korean regime is not recognized by Canada, valid passports are considered to meet the requirements of RI4(1)(a) and (3)(a). The placing of a visa in the ordinary passport of a person who is a national of North Korea is not legally considered as an action which constitutes recognition of this regime. The position with respect to diplomatic and special passports, however, is not as clear. Such passports are an indication that their bearers are travelling as representatives of a state and it is more difficult to say that they are regarded merely as identity documents, as can be said of ordinary passports. Accordingly, while ordinary passports may be endorsed with visa and/or port of entry stamps, diplomatic or special passports must not be visaed, stamped or endorsed in any manner as a precaution against recognition implications (see also IC 2.50).

11) Latvia/Lithuania

Refer to comments on Estonia, which are equally applicable to these two countries.



12) Poland

- a) Polish passports issued for emigration purposes are endorsed in Polish, Russian and French (page 6) "Valid for one exit from Poland". There is an additional endorsement on page 7 which states "After arrival in the country of destination you should change this passport to a consular one within the period of its validity".
- b) Polish tourist passports contain an endorsement in Polish, Russian and French (page 6) stating "Valid for one exit from Poland and return" OR "Valid for multiple exits from and entries to Poland". Passports containing either of these endorsements are acceptable for immigration purposes.

13) Portugal

Portuguese authorities issue regular passports for travel to other countries, and emigrant passports for emigration to another country. The following information may assist in determining the legality of Portuguese passports:

- a) All Portuguese passports, especially the regular type, should be examined carefully for improper erasures or amendments.
- b) Blank spaces on all Portuguese passports that are properly completed will be cancelled out by the issuing officer, (e.g., on pages 2 and 3 in the case of single persons, or married not accompanied by the spouse and underaged children, will be cancelled by a horizontal or diagonal line). Similarly, on page 4, in the space reserved for the countries for which the passport is valid, the space not utilized will be cancelled by a horizontal or diagonal line. Amendments enlarging or prolonging a validity will be shown on an additional page and the signature of the authority making the amendments authenticated with the respective raised seal. There must be no erasures or corrections.
- c) Issuing authorities in Portugal for regular and emigrant passports are the President of the Emigration Board and Civil Governors of the various districts. Portuguese Consular authorities may also issue the following passports to Portuguese nationals legally resident in the country where the Consulate is located:

"Regular" - valid for travel to other countries.

"Emigrant" - valid for emigration to another country after financial support has been provided for and permanent residence assured in the country by its qualified authorities.

- d) When, according to Portuguese law, Portuguese citizens residing in another country illegally find themselves without proper documentation, the Portuguese Consular authorities will grant a passport valid only for return to Portugal within a maximum period of 90 days.



- e) Amending of passports to broaden their validity for other countries can be done by the authority issuing same or, if the person is residing abroad, amendments may be made by the Consular authority in whose area the person resides. The signature of the authority making the amendment will be authenticated with the respective raised seal.

Of questionable validity, therefore, are regular passports amended by a Portuguese Consulate other than the one who originally issued the document, or an amendment in an emigrant passport acquired in a country other than the area where the person has established permanent residence. For example, should a Portuguese national residing in Paris arrive at a Canadian port of entry with a passport issued or amended in any other consular district in France or another country, it is highly likely the passport is fraudulent or being used improperly.

- f) Generally speaking, any amendment purported to have been made by a Portuguese Consulate to a regular or emigrant passport is questionable according to the Portuguese Ministry of the Interior. Therefore, any person presenting a regular or emigrant passport issued outside of Portugal, or one issued in Portugal, and showing any type of amendment made in a country other than Portugal, should be examined thoroughly before entry is allowed.

14) Sri Lanka

There has been a considerable increase in the abuse of Sri Lankan passports. Photograph and page substitution, forged entry and exit stamps and total counterfeiting have all been encountered. There is evidence that a number of these forgeries are being perpetrated in Europe and probably in France.

a) Genuine Passports

The quality of genuine Sri Lankan passports varies considerably and the following points should only be taken as general guidelines. References to the various series of passports relate to the alpha character prefixes with which the passport numbers begin.

- i) 'E' series passports were issued during the early and mid 1970s. They have a grained black (occasionally blue) cover upon which the words 'Republic of Sri Lanka' are embossed. The paper is watermarked with the words 'Government of Ceylon' in three languages. The paper contains coloured fibres which are highly fluorescent under ultra-violet light. However, other 'E' series passports were issued during the late seventies in which the paper is neither watermarked nor contains the fibres.
- ii) 'F' series passports were issued during the late 1970s and early 1980s. They have a shinier, smoother black cover which bears the words 'Democratic Socialist Republic of Sri Lanka'. The paper is not watermarked and contains no fibres. The quality of printing is



much lower than in the 'E' series of documents. Documents of this series are the most susceptible to forgery since they are the most poorly produced from a security viewpoint.

- iii) 'G' series passports were issued during the early 1980s. The quality of the document is much higher than any previously issued. The paper contains a lion motif watermark throughout. The quality of printing is high and there is an intaglio, or raised border, on front and rear endpapers. The microprint, which was yellow in previous series, is green. The photograph page is laminated.
- iv) 'Z' series passports were issued as a temporary measure, apparently to deal with an exhaustion of passport supplies, by the Sri Lankan authorities during late 1983 and early 1984. This document contains only 24 pages as opposed to 48 in the earlier two series. There is a watermark similar to that contained in the 'E' series passport. The quality of the printing is only fair.
- v) 'H' series passports are believed to have been issued during 1983 and again currently. They are the best produced of all the Sri Lankan documents. The paper is watermarked with a lion motif. The printing is good quality throughout and features an intaglio border on both front and rear endpapers. The photograph page is laminated.

b) Substituted Photographs

The substituted photograph is the most common forgery seen in Sri Lankan documents. They are frequently used by Sri Lankan nationals wishing either to conceal their identity or acquire an immigration status to which they are not entitled. Other nationals, particularly Iranians, have attempted to gain entry on Sri Lankan passports with substituted photographs. The usual signs of photograph substitution should be looked for, i.e. thinning of the paper or fragments of the original behind the photograph, excess glue, misalignment of any embossing stamps, etc.

c) Page Substitution

Some very skillful examples of page substitution have been detected in 'F' series passports. The technique of disassembly and restitching frequently used in documents of other nationalities is not so commonly encountered in Sri Lankan page substitutions. Vacant stitch holes and poor alignment of pages may well not be found. One favoured method involves the gluing in of single sheets taken from other passports. This is usually done with such skill that careful examination under magnification is necessary to see any evidence of the substitution. Differing levels of ultra violet fluorescence on pages which should form the same sheet of paper may also indicate page substitution.



d) Counterfeit Passports

A number of total counterfeits of the 'F' series passport have been identified. A major problem, however, lies in the variable quality of the genuine document. A number of suspected counterfeits have been shown to be genuine following reference to the issuing authority. The Sri Lankan authorities have confirmed that considerable variation can be expected in the 'F' series of passports.

+ 15) Switzerland

- a) Several cases have been brought to our attention involving visitors who have been unable to renew their Swiss Certificates of Identity (SCI) in Canada. In at least four cases to date, involving an Angolan in 1986 and three Czechs in 1980, we have been unable to persuade Swiss authorities to take holders of SCI's back.
- b) The Swiss Certificate of Identity is valid for a one-year period and can only be renewed abroad if the holder has a current Permis de Séjour en Suisse (PSS). There are two types of such permits. The PSS catégorie F is issued to foreigners interned or only tolerated in Switzerland. It is also valid for one year but cannot be renewed abroad. The PSS catégorie B is issued, on the other hand, to foreigners who have authorized status in Switzerland but who cannot get a passport from their country of citizenship. It may or may not be extended abroad after Swiss federal and cantonal authorities have been consulted.
- c) Further, the SCI alone does not allow the holder to re-enter Switzerland. The Canadian Embassy in Berne requires that each SCI contain a re-entry visa to be valid for travel to Canada. With the inclusion of a re-entry visa, the SCI meets the provisions of R14(3)(c). However, because it is dependent on the problematical PSS, it is doubtful whether a SCI could be renewed abroad. Therefore, it is uncertain whether the holder of a SCI could satisfy the requirements of R14(6), i.e. provide sufficient documentary evidence to establish that he will be able to return to Switzerland.
- d) It is recommended that visitor visa applications involving SCIs be scrutinized closely and that any visa or authorization issued expire well before the SCI and PSS.

16) Thailand

High quality fraudulent Thai passports are in circulation in Bangkok. The following information may assist in identifying these passports:

- a) The fraudulent passport is slightly larger than the authentic Thai passport - height, 15.3 cm, width one page, 10 cm, as compared to the authentic passport with height 15.2 cm, width one page, 9.9 cm.



- b) Garuda crest on the counterfeit passport has a wingspan of 5.1 cm; authentic passport has a wingspan of 5.0 cm.
- c) The upper part of page 4 reads "countries for which this passport is valid". In the counterfeit passport, the letter "o" in the word "for" is clear. In the authentic passport, this letter is deliberately blotched with ink for verification purposes.
- d) The stitchings between pages 16 and 17 are regularly spaced and number 39 on the counterfeit passport; on the authentic passport, only 35 stitchings exist, and they are bunched up to become smaller at both extremities.
- e) On page 21, the dash on the right side of the page number "21" has a slight upward irregularity in the counterfeit passport.

17) United States of America

a) Passports

A number of counterfeit United States passports may be in circulation. They can be detected by the following discrepancies:

- i) on the inside front cover, there is no outline of a hand pointing to the word "important";
- ii) at the bottom of the inside back cover, the words "United States Government Printing Bureau" do not appear;
- iii) paper has no watermark;
- iv) tinting of the green overprint consists of the words "United States" interlaced, whereas authentic passports have the words, "United States" and "Passports" interlaced;
- v) on page 3, second line, there is no dot over the letter "i" in the word "it";
- vi) on pages 5 and 6, there is no crossbar on the letter "t" in the word "restriction";
- vii) on page 10, and subsequent pages, digits "1" in the page number have no foot.



b) Identification Cards accepted by the United States in Lieu of Passports

- i) The United States has arrangements with several countries whereby citizens of these countries may enter the U.S.A. as non-immigrants without being in possession of national passports. Identification cards issued by Police or other authorities in those countries are deemed by U.S.A. authorities to be acceptable for non-immigrant entry when accompanied by a U.S. non-immigrant visa.
- ii) Such identification cards are not acceptable for admission to Canada, either directly from the United States or any other country. The fact that a person has a visa valid for return to the U.S.A. does not affect that person's ability to comply with the requirements of R14.



*

COUNTRIES DESIGNATED BY THE GOVERNOR-IN-COUNCIL
FOR THE PURPOSES OF THE VISITING FORCES ACT

(Reference at 22.06 4))

Antigua et Barbuda	Malawi
Australia	Malaysia
Bangladesh (People's Republic of)	Nepal (Kingdom of)
Barbados	Netherlands
Belgium	New Zealand
Belize	Niger
Botswana (Republic of)	Nigeria
Brunei	Norway
Cameroon	Oman (Sultanate of)
Denmark	Portugal
Ethiopia	Sierra Leone (Republic of)
France	Singapore
Germany (Federal Republic)	Sudan (Democratic Republic of)
Ghana	Swaziland
Greece	Tanzania
Guyana	Thailand (Kingdom of)
Iceland	Trinidad & Tobago
Italy	Turkey
Ivory Coast (Republic of)	Uganda
Jamaica	United Arab Emirates
Japan	United Kingdom of Great Britain and Northern Ireland
Kenya	United States
Korea (South)	Venezuela
Kuwait (State of)	Zambia
Luxembourg	Zimbabwe (Republic of)

Form N-2, 10-1-1, B-1-1
PROCEDE **Plasdex** R. PHOTO
MONTREAL TORONTO

Form 612 (10-12) B (3)
PRINCIPI DI **Plasdex**® PRINCIPALI
MONTREAL - TORONTO

Form 642 (01/12) B (3)
PROCEDE **Plasdex** s. PROULSS
MONTREAL TORONTO



TABLE OF CONTENTS

CHAPTER 25

TRANSPORTATION LOANS

Paragraph

AUTHORITY

General Intent
Spares

25.01
25.02 - 25.04

GUIDELINES

Definitions
Eligibility of Transportation Loan Applicants
Forms
Loan Terms and Conditions
Spare
Countries where Loans are Restricted
Spares

25.05
25.06
25.07
25.08
25.09
25.10
25.11 - 25.14

PROCEDURES

Counselling of Applicants
Spares
Issuance of an IMM 500 (Trans. Warrant and Undertaking)
Changes in IMM 500 Warrants
Payment of Invoice
Issuance of IMM 501 (Application for Trans. Loan)
Spares
Cancellation of IMM 500 and IMM 501
Spares
Repayment Procedures
Deferment of Payments
Spares
Death of a Transportation Loan Recipient
Collection Procedures when Immigrant has Left Canada
Recovery of Delinquent Transportation Loans
Repayment of Adjustment Assistance Loan after the Head of
Family and Spouse have Separated
On...Spares

25.15
25.16 - 25.25
25.26
25.27
25.28
25.29
25.30 - 25.33
25.34
25.35 - 25.38
25.39
25.40
25.41 - 25.43
25.44
25.45
25.46
25.47
25.48

Appendix

Intergovernmental Committee for Migration
Trans. Order/Warrant Receipt/Issue Control Sheet
For Use Outside Canada
For Use in Canada

"A"
"B"
"C-1"
"C-2"

Appendix

- Receipt of Unused Airline Tickets
- + Transportation Warrant and Undertaking
- + Application for Transportation Loan
- + Notification of Revised Data - Transportation Loan

"D"
"E"
"F"
"G"



CHAPTER 25

TRANSPORTATION LOANS

AUTHORITY

Act: 6(1)(2), 115(1)(d) and (e), 121

Regulations: 45, 46, 47, 48

25.01 GENERAL INTENT

1) The Purpose of Transportation Assistance

The purpose of the Transportation Loan Program is to provide loans to immigrants and such other classes of persons as may be prescribed who are in need of relocation and who do not have disposable assets, for the purpose of paying the costs of their transportation to Canada, and from the port of arrival to the place of final destination in Canada for themselves and their families.

2) Funding

* Transportation loans are advanced to eligible applicants from the Consolidated Revenue Fund. The Act provides that outstanding advances for the purpose may not exceed \$90 million (A121(3)). Except for Convention Refugees and members of designated classes whose loans are interest-free, the loans bearing interest at a rate established annually by the Minister of Finance, on January 1st (R48(1)). All repayments are returned to the fund for "recycling" and borrowers are expected to begin repayment according to R46(2).

3) History

- a) Transportation loans (formerly called "Assisted Passage Loans" - "AP"), have been available to qualifying immigrants and their families since 1951 and, upon the implementation of the Regulations (Admissible Classes, on October 2, 1967, any independent immigrant from Europe who qualified for admission to Canada also qualified for a passage loan. At that time, loans became subject to a per annum interest charge, and eligibility requirements included occupational demand.
- b) In the past several years, the Program has been used increasingly for refugees.
- c) In some cases, the Intergovernmental Committee for Migration (ICM) makes the transportation arrangements for persons travelling to Canada under transportation loans. (See Appendix "A" for information on ICM).

25.02 - 25.04 SPARES



GUIDELINES

25.05 DEFINITIONS

The definitions in the Act and Regulations apply to terms used herein. In addition, the following apply for the purpose of the consistent application of these administrative instructions and guidelines governing transportation loans:

- 1) Applicant - the person responsible for repayment of the loan and who has signed the "Transportation Warrant" (IMM 500) or the "Application for Transportation Loan" (IMM 501).
- 2) Authorizing Officer - an immigration officer designated by the CIC manager or head of post abroad to approve transportation loans.
- 3) Transportation Costs - the actual cost of passage from a port of embarkation outside Canada to the place of destination in Canada, including the actual cost of meals and sleeping accommodation required during the journey and other related expenses.

25.06 ELIGIBILITY OF TRANSPORTATION LOAN APPLICANTS

1) Overseas

A loan may be granted to an applicant and family whether they accompany or follow the applicant to Canada, if the applicant is a person in one of the following categories:

- a) An immigrant selected as a Convention Refugee or a member of a class designated pursuant to A 6(2) and A 115(1)(d).
- b) A person seeking landing and who has been granted a Minister's Permit to enter Canada:
 - i) under the Disabled Refugee Program (see IS 3.07, IS 3.11 and 4) below);
 - ii) as a Convention Refugee or a member of a class of person designated under 115(1)(d) of the Act (see IS 3.09 and IS 3.24); or
 - iii) prior to completion of the Immigration process and who is being accepted under paragraphs (c) to (f) hereunder (see chapter IS 10).
- c) An independent immigrant who receives at least seven units of assessment under the occupational demand factor.
- d) An immigrant recruited on the basis of a clearance order from a CEIC official authorized to give such clearance.

*



IS 25.06

- e) An immigrant recruited by the federal or provincial government or agency acting on behalf of a Canadian employer, provided advance notice of the recruitment program has been given to the CEIC.
- f) An immigrant accepted as a result of an employer's direct recruiting activities overseas, provided the employer has obtained prior approval from a CEIC office for such recruiting.

2) In Canada

An immigration officer may grant transportation loans to applicants in Canada for financial assistance to obtain transportation to Canada and transportation from the port of arrival to the place of destination in Canada for dependants who are seeking landing. Eligible applicants are:

- a) Canadian citizens or permanent residents residing in Canada;
- b) Convention Refugees or members of a class of persons designated pursuant to sections A6(2) and A115(1)(d) who are in Canada, and are seeking landing.

3) Minors

- a) No minor will be issued a transportation warrant (IMM 500) unless a responsible adult, who is able and willing to repay the Canadian Government, has signed on his behalf an IMM 501 in Canada;
- b) In the case of a group sponsorship, the Head/Chairperson of that group will sign the IMM 501 and the account will be set up in his name, not the group name;
- c) In Canada, a minor is a person who has not yet reached the eighteenth anniversary of his birth. If the candidate is in a country where the age of majority differs from Canada's, then an IMM 501 would be required until he reaches the age of majority in Canada.

4) Disabled Refugees (see IS 3.07 and IS 3.11)

- a) Authority exists to pay transportation costs on a non-recoverable basis for certain persons selected under the Disabled Refugee Program. Details on the authority, eligibility, procedures and identification are outlined hereunder.
 - i) Authority - Treasury Board Minute 771961 dated July 23, 1980, makes provision for the disbursement of funds on a non-recoverable basis, through the Adjustment Assistance Program, for transportation to final destination in Canada and accompanying costs.



- ii) Eligibility - heads of family, who are refugees or members of designated classes and who have been identified and selected under the "Disabled Refugee Program", and their dependants.
- b) If the disabled person is one of the dependent members of the family as described above, only that person's transportation cost is non-recoverable. The transportation costs for the other family members are recoverable loans, but interest free. This stipulation is not to be confused with persons having the immigration category FC, whose transportation loans are interest bearing.
- c) The procedures for completion of the Transportation Warrant and Undertaking (IMM 500) outlined in IS 25.26 are to be followed, particularly the special instruction contained in 25.26 4)i).

25.07 FORMS

1) IMM 500 (Transportation Warrant and Undertaking)

- * a) The IMM 500 (see Appendix "E") is a controlled and serialized, multi-carbon form to be used by authorized officers, both in Canada and abroad, when issuing a transportation loan to a person described in IS 25.06 1), 2) and 4).
- b) Supplies of this form are to be handled as indicated in Chapter IA 7, and are NOT to be transferred between offices without prior approval from NHQ. The Financial Administration Manual (Chapter 6-B-27) states that an accountable forms custodian will maintain a control sheet (Sample in Appendix "B") to register all warrants received and issued. A control sheet provides an excellent early-warning mechanism in the case of loss or theft of transportation warrants.
- c) Smaller offices, where the annual anticipated use of the IMM 500 is under 25 copies, may obtain a few forms as needed by writing, telephoning or telexing the Chief, Transportation Programs, NHQ, Settlement Branch, Immigration, (819-994-6337).

2) IMM 501 (Application for Transportation Loan)

- * The IMM 501 (see Appendix "F") is to be used by authorized officers in Canada when authorizing a transportation loan to an applicant described in IS 25.06 1), 2) and 4) on behalf of eligible dependants remaining abroad who are seeking landing. In completing this form, officers should determine if the applicant has an outstanding loan balance in order that the appropriate interest rate (see 25.08 2)) may be entered and authorization, if necessary, may be obtained (see 25.08 4)).



25.08 LOAN TERMS AND CONDITIONS

R45 to 48 set out the terms of reference for issuing transportation loans. These sections are paraphrased on the reverse of the IMM 500 and the IMM 501.

1) Interest Bearing and Interest Free Loans

- a) The criterion used to determine whether or not a loan is interest bearing, is the Immigration Category of the individual applying for the loan, and not/not the reason(s) why a loan is issued to an individual.
- b) Only loans provided to Convention Refugees and designated class persons are interest free. Loans issued to all other eligible persons, including persons in special program categories, will bear interest.
- c) The interest rate established by the Minister of Finance, is effective the first day of January for loans issued during that calendar year and is computed from the first day of the month following the day on which the loan recipient arrives in Canada.

2) Interest Rates on Subsequent Loans

If the loan is interest bearing, the interest rate will be the one in effect on the person's date of arrival in Canada. If that person obtains a subsequent loan and the previous has not yet been repaid, then, the subsequent loan amount will be added to the outstanding loan at the same rate of interest. If the previous loan has been repaid and a new loan is granted, the current interest rate in effect will apply. (See R48(2)).

3) Notification of Yearly Interest Rate

- a) Each year on the first working day after January 1st, the Director, Settlement Branch, Immigration, will inform the Executive Director, Finance and Administration, and will inform by telex, the Regional Directors General/Executive Directors, the Regional Directors of Immigration, and External Affairs, with copies to Regional Directors/Managers/Chiefs of Settlement, of the new interest rate established for that particular calendar year, for all loans issued under R45 (Transportation and Assistance Loans). The rate is equal to that established by the Minister of Finance for loans made by that Minister to Crown Corporations.
- b) Regional Offices and External Affairs will be responsible for ensuring that their respective field operations are aware of the new rates immediately upon receipt from NHQ, until such time as the new rate can be recorded in the manual.



- c) The interest rates for the current and previous years are listed below for ease of reference:

+	1989 - 10.718%	1982 - 15%
	1988 - 9.833%	1981 - 12 7/8%
	1987 - 8.625%	1980 - 11 7/8%
	1986 - 9.175%	1979 - 10 1/8%
	1985 - 10.725%	1978 - 7 7/8%
	1984 - 10.65%	01 Oct 1967 to April 1978 - 6%
	1983 - 9 7/8%	

4) Approval of Loans over \$5000 Limit

- a) The following is applicable whether it occurs at the overseas visa office, or the CIC in Canada. A loan, including its combined total with an outstanding loan, will not normally exceed \$5000. When an authorizing officer, for humanitarian or other reasons, wishes to grant a loan in excess of the \$5000 limit, he shall seek authorization for the loan from the Chief, Transportation Programs, Settlement Branch, Immigration, NHQ. The request shall be supported by the "Application for Permanent Residence" (IMM 8) and full details of the person(s) concerned. The request shall also give an explanation of the reason(s) why the \$5000 limit should be exceeded. In urgent cases, the request may be made by telex with supporting documents following by mail. The telex must contain, at a minimum, the following:

- i) the applicant's biographical data as shown on his IMM 8;
- ii) the loan amount requested; and
- iii) an outline of the reason(s) for the request.

- b) In no case should authority be requested to advance more money than the recipient is likely to be able to repay. If it appears, in the judgement of the immigration officer, that the applicant will be unable to repay, the question of admissibility should be reviewed.

5) Inland Transportation Costs

- a) A loan may be granted only to the extent that transportation assistance is necessary. Where the final destination in Canada is known, inland transportation costs must be included in the loan amount. This may include, meals enroute, overnight accommodation, ground transportation and incidental expenses.
- b) An exception to (a) are persons who are in the CR/DC Immigrant Category and require a stop-over at the port of arrival. The costs of accommodation and meals will normally be provided as a contribution under the Adjustment Assistance Program (AAP) and therefore should not be entered on the IMM 500.

6) Medical Examination

Where there is an expense for medical examination, it will be recorded on the IMM 5000 in the "Miscellaneous costs" box. This expense qualifies as an admissibility loan as per R45(3).

25.09 SPARE

25.10 COUNTRIES WHERE LOANS ARE RESTRICTED

There are certain countries where the use of the IMM 500 is not permitted or is restricted by the host country. Due to varying world conditions, this restriction may apply to different countries at different times, rendering a list of such countries inappropriate for printing in a manual (see also IS 25.26(2)(a)).

25.11 - 25.14 SPARES



PROCEDURES

25.15 COUNSELLING OF APPLICANTS

1) Legal Responsibility of Loan Applicant re: Terms and Conditions

- a) All authorizing officers must counsel an applicant fully in the applicant's language to ensure that he is fully aware of, and understands, the meaning and nature of the document to be signed.
- b) To preclude misunderstandings concerning the nature of an undertaking, the terms shown on the reverse of all copies of the IMM 500 (paraphrased from R46(1), (2) and (3)) will be made available, printed in the local language. These terms have been translated into the six languages used most by refugees coming to Canada: Khmer (Cambodian), Chinese, Spanish, Vietnamese, Laotian and Polish. In the event the applicant is either illiterate or has no friend/relative present to interpret, an interpreter must be present to explain the undertaking. In all cases, one copy of the translation will be provided to the applicant, and a second copy signed by the applicant (with explanation by interpreter if necessary) will be attached to copy 2 of the IMM 500 sent to NHQ.
- c) When an interpreter is used, the interpreter declaration IMM 1265 must be signed when a transportation loan is authorized.

2) Repayment Schedule

- a) Where a loan is made to a person pursuant to R45, it shall, subject to R47, be repaid in full by consecutive monthly instalments commencing on the first day of the month following the month in which the person for whose benefit the loan was made arrives in Canada, according to the schedule as outlined in R46(2).
- b) See IS 25.39 for Repayment Procedures.

3) Payroll Deduction

Where the employer or a person to whom a loan is made pursuant to R45 is willing to institute repayment of the loan by means of a payroll deduction scheme, the Minister may require repayment by such means.

4) Deferment of Repayment of the Loan

- a) Where a loan is made to a person pursuant to R45, and that person satisfies an immigration officer that, by reason of his income, assets and liabilities, he cannot reasonably repay the loan in accordance with the requirements of R46, the immigration officer may, subject to R47(2), defer commencement of repayment of the loan, defer payments, vary the amount of payments or extend the repayment period. It must be understood that although the repayment of the loan is deferred, interest (if applicable) will continue to accrue during this period.



IS 25.15

b) For procedures regarding deferment of repayment of the loan, see 25.40.

5) Travel Route and Rates

A loan covers the cost of travel by the most convenient route at the most economical rate available.

6) Transportation Tax

Charges for any transportation taxes are included.

7) Baggage Allowance

Baggage in excess of the carrier's free baggage allowance will not be covered by this loan.

8) Transportation of Animals

The transportation of animals (domestic pets or livestock) will not be covered by this loan.

9) Notification of Address

a) The loan recipient is required to report his new address within ten (10) calendar days of arrival as follows:

- i) in person to the nearest Canada Employment or Immigration Centre; OR
- ii) in writing to the Chief, Revenue Accounting, Canada Employment and Immigration Commission, Ottawa/Hull, K1A 0J9.

b) The loan recipient is also required to report any change of address in writing, to the nearest CEC/CIC as in i) and ii) above, within ten (10) calendar days, during the entire repayment period of the loan.

c) When a CIC receives this information, the Chief, Revenue Accounting, NHQ, must be advised. The form E&I 2933, "Notification of Revised Data -
* Transportation Loan" (see Appendix "G") may be used for this purpose.

25.16 - 25.25 SPARES

25.26 ISSUANCE OF AN IMM 500 (TRANSPORTATION WARRANT AND UNDERTAKING)

1) At posts Abroad

a) The IMM 500 is to be used by Immigration officers abroad when authorizing a transportation loan to persons outlined in 25.06(1)(a) to (f) and (4).



- b) Posts abroad will also complete an IMM 500 upon receipt of copy 4 of an IMM 501 from a C.I.C.
- c) The IMM 500 will be issued in Canada in cases where loans are not available in certain countries, or are restricted due to the host country or at the request of the visa officer. The post abroad will notify the responsible immigration office in Canada by telex to make the necessary arrangements. The responsible CIC will then follow the instructions outlined in (2) below.

2) At Canada Immigration Centres

- a) Under certain circumstances, the IMM 500 will be issued in Canada by an Immigration officer for a person's dependants, when the dependants are in a country where loans are not available, are restricted by the host country, are not recognized or acceptable to the transportation companies and the visa officer requests the CIC to issue the IMM 500 in Canada. The CIC will NEVER issue an IMM 500 for dependants overseas without concurrence from the visa officer. Confirmation of the issuance will then be sent by telex to the visa officer.
- b) The Immigration officer at the CIC will then issue the IMM 500 to persons described in IS 25.06(2)(a) and (b).

3) At Ports of Entry

Authorized immigration officers in Canada may, at their discretion, grant a loan or an additional loan using an IMM 500:

- a) to any person described in IS 25.06, arriving without the financial means to reach their destination;
- b) to a person with a transportation loan, where the immigration officer approves a change in destination, and the person arriving does not have sufficient funds to defray the additional costs. (This type of situation may arise when a relative who is willing to assist, resides in a location other than the original destination, or a job opportunity or situation has changed; etc. (see IS 25.27 2));
- c) to a person with a transportation loan who arrives at a port of entry and requires either surface or air transport to the final destination, which has not been arranged by the visa office because local fare information was not available overseas, or because a smaller local carrier perhaps offers a lower rate and is more appropriate.

4) Completion Procedures - Overseas and in Canada

- a) The authorization officer will complete Part "A" of the IMM 500 by typewriter or in legible block letters.



- b) Where the applicant has an outstanding Transportation Loan, the warrant serial number of that loan must be entered in the space provided to the left of the serial number of the warrant being issued (Box 1). Officers overseas issuing an IMM 500 on receipt of an IMM 501 will ascertain this information from the IMM 501.
 - c) The date of expiry of the warrant shall never exceed but may coincide with the date of expiry of medical validity.
 - d) Where the final destination in Canada is known, the authorizing officer must ensure that the complete address is shown in the space provided.
 - e) Both the applicant and the authorizing officer must sign the warrant with ballpoint pen, (3 copies are being made) in the spaces provided with the office stamp impressed over the text above either signature. As well, all modifications which are made must be initialed by both parties.
 - f) The IMM 500 has seven spaces for names of persons covered by the warrant (box 12). If more than seven persons are to be included at one time, a second IMM 500 should be used and the serial numbers cross referenced. Under no circumstances should the serial number on the second IMM 500 be crossed out.
 - g) Parts B of the IMM 500 (and C if it is issued in Canada) are completed by the transportation company or travel agent which issued the ticket.
 - h) When completing Part B, Box 35, Miscellaneous Costs, the word "other" may be used to specify the following taxes: stamp, port, airport, toll charge, wharfage.
 - i) Disabled refugees (see 25.06 4)) will be identified as per this Chapter and Chapter 10 of the ID manual. In order to ensure that no attempt is made to collect the cost of transportation from these people, officials at posts abroad will write in large capital letters on the face of the IMM 500 "NOT RECOVERABLE - T.B. MINUTE 771961".
- 5) Procedure for Issuance of Ticket and Distribution of Copies of IMM 500
- a) Authorizing officers will provide the applicant with a letter (to which copies 1, 2 and 4 of the warrant are attached) for presentation to the transportation company or travel agent chosen. A form letter (see Appendix C) may be used for this purpose and will contain:
 - i) the applicant's name and address or, in the case of warrants issued in Canada, the senior dependant's name and address.
 - ii) advice that copy 3 of the warrant has been retained.
 - iii) advice that the admission to Canada of the persons named in the warrant is provisionally approved.



- iv) a statement on the importance of informing the office issuing the Transportation Warrant (IMM 500) of any increase in the transportation costs over those originally approved, or a change in departure date or a cancellation. (see IS 25.27).
- v) a statement of the importance that only ONE WAY tickets are authorized.

b) Copy 3 is removed and retained on file.

c) The transportation company/travel agent:

- i) completes part B of the form;
- ii) completes part C if form is being completed in Canada;
- * iii) attaches the original of the IMM 500 to the invoice in duplicate and forwards them to Chief, Revenue Accounting, Finance and Administration, Canada Employment and Immigration Commission, Ottawa, Ontario, Canada K1A 0J9; and
- iv) sends copy 2 back to the CIC or overseas visa office, gives copy 4 to the loan recipient.

d) The CIC or visa office, upon receipt of copy 2 from the transportation company/travel agent, transfers the new information onto copy 3 already on file, and forwards copy 2 to Immigration Records, NHQ.

6) Notifications in Visa/Permit and Travel Document

a) IMM 1000

It is the responsibility of visa officers at posts abroad and immigration officers at Ports of Entry in Canada, to ensure that the warrant number from the IMM 500 of the transportation loan recipient is recorded in item 26 of the recipient's Immigrant Visa and Record of Landing (IMM 1000) (see ID 3.11).

b) IMM 1263

If the applicant is issued a Minister's Permit (IMM 1263), the warrant number must be entered in the space under the "Signature of Holder" on the original copy and in the appropriate box on the subsequent copies. (See also IS 10.41 2) and 3)).

c) Passport/Travel Document

The warrant number of any IMM 500 is not to be written in the loan recipient's passport or travel document.



25.27 CHANGES IN IMM 500 WARRANTS

1) Increased Costs

- a) i) The Transportation company/agent must notify the authorizing office where cost increases over those originally approved, result from changes in accommodation, routing or departure dates. If the authorizing officer does not consider the increased costs acceptable, he will inform the agent and cancel the warrant, (see procedures in IS 25.34).
- ii) If the Transportation Warrant is cancelled, the visa officer will negotiate new travel arrangements with another transportation company or travel agent.
- b) Where a change in departure results in a change of arrival date and a new warrant is not issued, the authorizing officer will advise the Chief, Revenue Accounting, Accounting Operations at NHQ.

2) Change in Original Destination/Method of Travel

- a) Where there is a change in destination or method of travel after arrival in Canada, a new IMM 500 will be issued.
- b) The immigration officer will take back the unused portion of the traveller's ticket(s), issued abroad, and issue the immigrant a receipt. (See sample at Appendix "D"). The receipt should indicate the name of the person to whom the transportation warrant was issued overseas, the original warrant number, the airline ticket number(s), name of the carrier. The immigration officer will certify that the unused portion of the airline ticket has been received, and will stamp the receipt.
- c) The unused ticket, and a copy of the overseas (old) IMM 500 will be attached to the yellow copy of the new IMM 500 and forwarded to the Chief, Revenue Accounting, NHQ. This will enable the Commission to obtain a credit from the transportation company on behalf of the recipient. The complete ticket (booklet) with the unused ticket still attached is required.
- d) It may happen that an immigrant will choose not to proceed to the original final destination at all, but rather remain at the first point of arrival (e.g. Vancouver or Toronto). In such a case, a new IMM 500 would of course not be issued. In the event that the immigrant has been booked and ticketed onward to a different final destination, the immigration officer will take back the unused portion of the airline ticket(s) and follow the same procedure as in 2(a) (b) and (c) above, disregarding the reference to the new IMM 500.



- e) In any case, the loan recipient should be counselled to retain the receipt as well as the copies of the IMM 500s issued abroad and in Canada (if applicable) as verification in the event that a new IMM 500 was issued, and that a credit (if applicable) is due. He should be advised that any credit could take up to six months to process.
- f) If the immigrant decides to remain in the area of the port of entry (instead of proceeding to final destination) with a friend/relative, it would be useful for Revenue Accounting, NHQ, if the immigration officer recorded the name, address, apartment number, city and telephone number of the friend/relative on the receipt.

25.28 PAYMENT OF INVOICE

- 1) Invoices are not paid until confirmation of landing has been received at NHQ. This may take up to six(6) weeks after the arrival of the loan recipient.
- 2) Transportation companies should be reminded of the importance of sending the original (copy 1) of the Transportation Warrant and Undertaking (IMM 500) along with the invoice, in duplicate, to the Chief, Revenue Accounting, NHQ. (See address on bottom of form).

25.29 ISSUANCE OF IMM 501 (Application for Transportation Loan)

1) Issued in Canada Only

- a) The IMM 501 is not issued by visa officers overseas.
- b) The IMM 501 is to be used by immigration officers in Canada when authorizing a transportation loan on behalf of eligible dependants abroad, to persons described in 25.06(2) and (3).

2) Part A

Part A will be completed as follows:

- a) Enter the name of the authorizing CIC office in box 2;
- b) CIC File number - if a file has been created, enter its number in this space.
- c) Original Warrant Number (if applicable)

Where the applicant has an outstanding transportation loan, the warrant serial number of that loan must be entered in the space provided as shown in Part "A". (The warrant number, if not available, may be obtained by telephoning Revenue Accounting NHQ, at 819-994-2307).



IS 25.29

- d) Warrant Number if IMM 500 to be Issued in Canada - enter the IMM 500 number in this space.

3) Part B

Complete as indicated on form.

4) Part C

Advise the applicant that if he has a preference regarding the transportation company to be used, this information will be included in Part "C" of the form. If no preference is expressed, the choice may be left to the senior dependant abroad.

5) Signatures

Both the applicant and the authorizing officer must sign the IMM 501 in ballpoint pen in the spaces provided, with the office stamp impressed over the text above either signature. As well, all modifications which are made must be initialled by both parties.

6) Distribution of Copies

Upon completion of the IMM 501, the authorizing officer will direct the copies as indicated thereon. Upon receipt of copy 4 of the IMM 501, the post overseas will notify the CIC if the country in question either restricts or disallows use of the IMM 500 at the time.

25.30 - 25.33 SPARES

25.34 CANCELLATION OF IMM 500 or IMM 501

1) IMM 500

a) Where an IMM 500 is cancelled:

- i) before disposition of the copies, the authorizing officer will mark "CANCELLED" across the face of the document, sign, date and send it to the Chief, Revenue Accounting, Accounting Operations, NHQ.
- ii) after disposition of the copies, the authorizing officer will, on recovery of copy 1 of the IMM 500, print or stamp "CANCELLED" across the face, indicating the reason for cancellation, and send it to the Chief, Revenue Accounting, Accounting Operations, NHQ.
- iii) where the IMM 500 is cancelled or a new warrant is issued in replacement, the authorizing officer will cancel or amend the warrant serial numbers entered on the applicant's or senior dependant's IMM 1000 (Canadian Immigration Record and Visa) or IMM 1263 (Minister's Permit).



- b) When it is necessary to cancel a warrant other than in ii) and iii) above, such cancellation will be immediately reported to the Chief, Revenue Accounting, Accounting Operations, Ottawa.

2) IMM 501

Where the visa officer, after receiving the pink copy of IMM 501, receives advice that a loan is not required, he will stamp the copy "CANCELLED" and send it to the Chief, Immigration Records Management Section, NHQ, and at the same time, advise the issuing CIC.

25.35 - 25.38 SPARES

25.39 REPAYMENT PROCEDURES

1) Information on Loan Recipients

As all loan recipients are expected to repay their loans (except those mentioned at IS 25.06 4)), it is imperative that Revenue Accounting has current information on them. To assist the Collection Section, Revenue Accounting, in its operation, immigration officers will:

- a) on request from the Collection Section, provide copies of the IMM 8 of recipients.
- b) forward only the IMM 8 to Records Management, NHQ, for placement on NHQ loan file when the post file is brought forward for destruction.
- c) report as required on sponsorship breakdown which involved a loan recipient, describe interviews with debtors, and when otherwise requested by NHQ.

2) Recovery of Transportation Loans

- a) A loan will be repaid according to the schedule in R46 (see IL 2).
- b) Payment received at either a CIC or at Revenue Accounting, NHQ, will be recorded as "Deposit on Account" on Revenue Journal E&I 2880 (see appropriate instructions in Chapter 7-A-3 in the Financial Administration Manual).

25.40 DEFERMENT OF PAYMENTS

1) Authority

- a) If an immigration officer determines that the repayment schedule as defined in R46 would result in undue hardship to the loan recipient or his dependants, he may extend relief to the applicant under the authority of R47(1) and (2).



- b) As this action (Deferral of Payments) is one which will affect the collection of these loans, when such action is being considered, the immigration officer will either:
- i) send a written report outlining the applicant's circumstances, the recommended length of the extension and the reasons, to the Chief, Revenue Accounting, NHQ; or
 - ii) in urgent cases, telex or telephone Revenue Accounting NHQ, (819-994-2307) and consult with an Accounts Officer before a decision is taken.
- c) This procedure is necessary as NHQ frequently has information on file that will influence the decision of the field officer.

2) Decision Regarding Deferment

a) Positive Decision

If the Chief, Revenue Accounting agrees with the recommendation of the field officer to defer repayment of the Transportation Loan, that decision will be conveyed directly to the CIC and loan recipient by NHQ (Revenue Accounting).

b) Negative Decision

If the Chief, Revenue Accounting does not agree with the recommendation of the field officer, the case will be referred to the Chief, Transportation Programs, Settlement Branch for final decision.

3) Deferral of Payments in Special Circumstances

Revenue Accounting (Collection Section), where possible, will be dealing directly with the person concerned and resolve the matter without involving the C.I.C. In some cases, it will be necessary to ask a CIC to interview an individual or conduct an investigation and submit a report and recommendation under R47(1). It is anticipated this will be the exception rather than the rule and very few requests will be necessary.

4) Interest

It must be remembered that if a decision is made to defer the payment of the loan, the interest on the loan (if applicable) will continue to accrue.

25.41 - 25.43 SPARES



25.44 DEATH OF A TRANSPORTATION LOAN RECIPIENT

- 1) In the event of the death of a transportation loan recipient, a decision whether or not to pursue collection will be made on an individual case by case basis. Legally, the obligation for the loan may not be transferred to the deceased recipient's family. In law, only the estate of the deceased, if he had signed the loan, would be liable for repayment.
- 2) In order to allow NHQ to make a decision concerning whether or not to pursue collection, a death certificate and a full report must be forwarded by the CIC involved, as soon as possible, to the Chief, Revenue Accounting, NHQ, who will consult with the Chief, Transportation Programs. The CIC will be advised whether or not action will be taken to collect from the estate.

25.45 COLLECTION PROCEDURES WHEN AN IMMIGRANT HAS LEFT CANADA

- 1) When an immigration or visa officer becomes aware that a loan recipient, who still owes the Crown for a transportation loan, has left Canada on a permanent basis, he shall send a written report containing the debtor's new address and warrant number to the Chief, Revenue Accounting, NHQ.
- 2) Upon notification, Revenue Accounting will write to the debtor to remind him of the outstanding balance. The letter also requests that the debtor make arrangements to repay the balance owing through the Immigration Section at a specified Canadian Consulate, Embassy or High Commission. A copy of this letter is sent simultaneously to the overseas office concerned.
- 3) Once the person contacts the overseas office and makes an arrangement to repay, the Collection Unit requests the overseas office to ensure that the debtor keeps up the arrangement and to advise of all developments. This is done by letters or telexes from either source.

25.46 RECOVERY OF DELINQUENT TRANSPORTATION LOANS

- 1) Immigration is not only responsible for the disbursement of funds under the Immigration Regulations but is also responsible for assisting in the recovery of loans. If an immigration officer becomes aware of an individual who owes money as a result of having received a Loan under this program, or under the Assistance and Admissibility programs, the officer must forward the address of this individual to the Chief, Revenue Accounting NHQ, who has the responsibility for the collection of the loans. (Monies committed for Assistance and Admissibility loans are drawn from the same revolving fund as for the transportation program.)
- 2) Due to the increased number of loans and the limitation period which must be adhered to in order to carry out the program as outlined in the Act and Regulations, the Commission has at its disposal a private investigation organization to obtain for its use, the financial background of selected individuals who are in default and whom it is believed should be taken to court to recover the monies received from the loan fund and now owed to this Commission.



IS 25.46

- 3) a) When the Chief, Revenue Accounting becomes aware that an account is delinquent and feels that legal action may be necessary to recover monies owed, he will use the services of the above-mentioned private investigation firm to obtain the financial status of the debtor.
 - b) If, after review of the investigator's report, Revenue Accounting wishes to proceed to court action, the case will be forwarded to the Chief, Transportation Programs for concurrence.
 - c) If the Chief, Transportation Programs, decides to proceed with court action, the manager of the CIC in whose area the debtor resides, will be so informed, with a copy to regional headquarters for information purposes. No action will be taken by the Chief, Revenue Accounting for a period of six weeks from the date of the memorandum concurring with court action, unless a report is received earlier from the CIC indicating no objection to the court action.
 - 4) This six week delay is provided to allow the CIC to voice objections if these are warranted, as to why the debtor should not be taken to court to recover the monies owed. This report should be forwarded to the Chief, Transportation Programs, Settlement Branch, NHQ. A telex should be forwarded immediately, advising that a report is following in the mail.
 - 5) If the CIC concerned does not respond to the original memorandum during this six week period, NHQ will consider this as concurrence by the CIC to proceed with the court action.
 - 6) It is anticipated that the number of cases referred to a CIC will be few and as such, due to the time restrictions involved, should receive a priority rating for investigation by the CIC if warranted.
 - 7) Once a final memorandum is forwarded to Revenue Accounting by the Chief, Transportation Programs, they will proceed with the appropriate course of action, taking into account the advice received from the CIC.
- + 25.47 REPAYMENT OF ADJUSTMENT ASSISTANCE LOAN AFTER THE HEAD OF FAMILY AND SPOUSE HAVE SEPARATED

When there is a separation between the head of family and spouse the Adjustment Assistance loan received by the spouse will become his/her responsibility. The head of family will not be held accountable for the repayment of the loan received by the separated spouse after the separation.

25.48 ON...SPARES



INTERGOVERNMENTAL COMMITTEE FOR MIGRATION

(Reference at 25.01 3)c))

1. History

- a) In 1956, in Brussels, fifteen governments adhering to the principle of the free movement of people, established the Intergovernmental Committee for European Migration (ICEM), now designated Intergovernmental Committee for Migration (ICM), to contribute to the solution of refugee, manpower and population problems.
- b) ICM was designed and constituted to provide a unique mechanism with the capability of providing resettlement assistance on a continuing basis to a wide range of persons in need. The mechanism was designed to assist developing countries through the transfer of technology with human resources.

2. Resettlement Activities

- a) A major part of ICM's work involves the resettlement of refugees and migrants seeking new homelands. The services provided by the ICM include orientation, documentation, medical processing, reception and language training; in addition, ICM arranges prompt and modern transportation at significantly reduced cost.
- b) ICM co-operates closely with the interested governments involved, the United Nations High Commissioner for Refugees (UNHCR), the International Committee of the Red Cross (CRC) and a host of Voluntary Agencies.
- c) Several Canadian posts abroad presently make use of ICM's facilities. Although not directly related to resettlement activity, another vital part of ICM's activity is its co-operation with developing countries in providing highly skilled manpower to promote technical and scientific progress and thus counteract the brain-drain.

3. Structure of ICM

- a) ICM is composed of a policy-making Council in which all Member Governments are represented, a nine-nation Executive Committee, and an Administration with Headquarters in Geneva, Switzerland.
- b) At present, 29 governments are members of ICM. 14 additional governments have observer status as do 14 international governmental organizations and 21 non-governmental organizations. Canada presently has observer status with this organization.

TRANSPORTATION ORDER/WARRANT RECEIPT/ISSUE CONTROL SHEET

(Reference at 25.07 1)b))

Responsibility Centre

[illegible]



FOR USE OUTSIDE CANADA

(Reference at IS 25.26 5)a))

File:

Date:

Representative
Transportation Company or Travel Agent

Re: (H of F) accompanied by
(spouse)
(dependent children)

This is to advise that the application for admission to Canada for permanent residence of the above named has been provisionally approved, and the Canadian Government has authorized the advance of a transportation loan by way of the attached Transportation Warrant No. . When booking passage, please note the following:

A. The Transportation Warrant (IMM 500)

The Transportation Warrant is to be used to purchase or pay for the ticket. Should the passage be booked by a travel agent, the agent should use the Warrant to purchase the ticket from the transportation company. Once the passage is booked, the travel agent should send Copy 1 of the Warrant with a sales report to the carrier. The transportation company will then bill the Canadian Government directly by submitting Copy 1 (original) of the Warrant along with a duplicate invoice to the Chief, Revenue Accounting, Employment and Immigration Commission, Ottawa, K1A 0J9, Canada no later than 30 days after arrival in Canada. Copy 2 of the Warrant is to be returned to this office immediately the passage is booked. Copy 3 of the Warrant has been retained at this office. Copy 4 of the Warrant is to be provided to the above named. Please ensure that Section B of the Transportation Warrant is fully completed and signed before the Warrant is separated and dispatched. On receipt of Copy 1 of the Warrant and the duplicate invoice in Ottawa, payment is made as soon as the arrival of the above named has been confirmed.

B. Amount

The loan has been authorized to pay for the cost of travel by air at normal tourist class rates and inland travel by air, rail or bus by the most convenient route and at the lowest rate available from point of embarkation to destination in Canada. The loan may include charges for port taxes, airport taxes and stamp taxes.



C. Costs that may not be Included in the Transportation Loan

Charges from place of residence to point of embarkation may not be included. Excess baggage charges, charges for baggage sent by sea on behalf of persons who use air transport for their passage, or charges for the transport of pets or animals may not be included.

D. Direct Travel

Persons admitted to Canada for permanent residence whose transportation is provided in whole or in part through a Canadian Government Transportation Loan, must travel direct to Canada by a Canadian carrier or by a carrier of the country from which the journey to Canada originates and which is licensed to operate in Canada. Persons whose journey originates in a country not served by a Canadian carrier and whose national carriers do not operate into Canada, must interline with a Canadian carrier at the nearest connecting point provided there is no resultant increase in fare. Where there is an increase in fare, the person may travel direct by any carrier or indirect by an authorized carrier. The most economical fare will be given priority.

"Direct" means travel to Canada on a carrier which embarks Canadian-bound immigrants outside the continental United States and discharges them at a Canadian port of entry (e.g. travel across the Atlantic direct to a Canadian port of entry).

"Indirect" means travel to Canada on a carrier which embarks Canadian-bound immigrants at points outside the United States and discharges them at ports in the continental United States for travel to Canada by the same or other means of transportation.

You should contact this office and provide relevant details of fare savings, before finalizing any bookings for indirect travel.

E. Please note that only one-way tickets are authorized.

Yours truly,

+ NOTE: This is a specimen letter with suggested wording. Preference as to final wording, and the use of word-processors to produce "original" letters at the local office level (in lieu of pre-printed form letters) is left to the discretion of local managers as long as the original intent is not changed. Any office using pre-printed form letters (i.e. not on a word-processor) must be guided by CEIC "Forms Management Policy" (see Appendix "B" of Chapter IA 7).



FOR USE IN CANADA

(Reference at IS 25.26 5)a))

File:

Date:

Representative
Transportation Company or Travel Agent

Re: (Name of Loan Recipient) of (Address):
Transportation to Canada of Dependants
(Dependants NAME - AGE - RELATIONSHIP)

-	-	-	-
-	-	-	-
-	-	-	-

This is to advise that the application for admission to Canada for permanent residence of the above dependant(s) has/have been provisionally approved, and the Canadian Government has authorized the advance of a transportation loan by way of the attached Transportation Warrant No. .
When booking passage, please note the following:

A. The Transportation Warrant (IMM 500)

The Transportation Warrant is to be used to purchase or pay for the ticket. Should the passage be booked by a travel agent, the agent should use the Warrant to purchase the ticket from the transportation company. Once the passage is booked, the travel agent should send Copy 1 of the Warrant with a sales report to the carrier. The transportation company will then bill the Canadian Government directly by submitting Copy 1 (original) of the Warrant along with a duplicate invoice to the Chief, Revenue Accounting, Employment and Immigration Commission, Ottawa, K1A 0J9, Canada no later than 30 days after the dependants arrival in Canada. Copy 2 of the Warrant is to be returned to this office immediately the passage is booked. Copy 3 of the Warrant has been retained at this office. Copy 4 of the Warrant is to be provided to the above named. Please ensure that Section B of the Transportation Warrant is fully completed and signed before the Warrant is separated and dispatched. On receipt of Copy 1 of the Warrant and the duplicate invoice in Ottawa, payment is made as soon as the arrival of the dependant has been confirmed.



B. Amount

The loan has been authorized to pay for the cost of travel by air at normal tourist class rates and inland travel by air, rail or bus by the most convenient route and at the lowest rate available from point of embarkation to destination in Canada. The loan may include charges for port taxes, airport taxes and stamp taxes.

C. Costs that may not be Included in the Transportation Warrant

Charges from place of residence to point of embarkation may not be included. Excess baggage charges, charges for baggage sent by sea on behalf of persons who use air transport for their passage, or charges for the transport of pets or animals may not be included.

D. Direct Travel

Persons admitted to Canada for permanent residence whose transportation is provided in whole or in part through a Canadian Government Transportation Loan, must travel direct to Canada by a Canadian carrier or by a carrier of the country from which the journey to Canada originates and which is licensed to operate in Canada. Persons whose journey originates in a country not served by a Canadian carrier and whose national carriers do not operate into Canada, must interline with a Canadian carrier at the nearest connecting point provided there is no resultant increase in fare. Where there is an increase in fare, the person may travel direct by any carrier or indirect by an authorized carrier. The most economical fare will be given priority.

"Direct" means travel to Canada on a carrier which embarks Canadian-bound immigrants outside the continental United States and discharges them at a Canadian port of entry (e.g. travel across the Atlantic direct to a Canadian port of entry).

"Indirect" means travel to Canada on a carrier which embarks Canadian-bound immigrants at points outside the United States and discharges them at ports in the continental United States for travel to Canada by the same or other means of transportation.



You should contact this office and provide relevant details of fare savings, before finalizing any bookings for indirect travel.

E. Please note that only one-way tickets are authorized.

Yours truly,

+ NOTE: This is a specimen letter with suggested wording. Preference as to final wording, and the use of word-processors to produce "original" letters at the local office level (in lieu of pre-printed form letters) is left to the discretion of local managers as long as the original intent is not changed. Any office using pre-printed form letters (i.e. not on a word-processor) must be guided by CEIC "Forms Management Policy" (see Appendix "B" of Chapter IA 7).



RECEIPT OF UNUSED AIRLINE TICKETS

(Reference at IS 25.27 2)b))

Date: _____
CIC Resp. Code: _____

Check () if appropriate

1. Re: ☐ Issuance of new IMM 500
☐ Return of unused airline tickets
2. Name of person to whom transportation warrant was issued overseas:
3. Original transportation warrant number:
4. Airline ticket number(s):
5. Name of carrier: _____
6. Name of friend/relative at revised destination: _____
7. Address and telephone number of above mentioned:
Number, Street, Apt. No.,
City, Province,
Postal Code.
Telephone number.

I certify that the person mentioned in (2) above has surrendered the unused portion of his airline ticket, which has been forwarded to the Chief, Revenue Accounting, NHQ.

CEIC OFFICER	TITLE	DATE
--------------	-------	------

(Signature)

OFFICIAL STAMP



TRANSPORTATION WARRANT
AND UNDERTAKING
BON DE TRANSPORT
ET ENGAGEMENT

1 ORIGINAL WARRANT NO. (IF APPLICABLE)
NUMÉRO DU BON (ORIGINAL) (S'IL Y A LIEU)

2 IMM 501 NO. (IF APPLICABLE)
NUMÉRO DU IMM 501 (S'IL Y A LIEU)

N° 224009 B

A ISSUING OFFICE (TYPE OR PRINT CLEARLY) BUREAU D'ORIGINE (DACTYLOGRAPHIER OU LETTRES MOULÉES)		3 CODE		4 FILE NO. NUMÉRO DE RE	5 DATE ISSUED DATE DE DÉLIVRE LE	6 THIS WARRANT IS VALID ONLY IF HOLDER APPEARS IN CANADA WITHIN 15 DAYS AFTER DATE OF ISSUE AU CANADA AVANT LE	WARRANT EXPIRY DATE DATE D'EXPIRATION DU BON	
7 ISSUED TO (NAME OF PERSON ASSUMING RESPONSIBILITY FOR REPAYMENT) DÉLIVRÉ À (NOM DE LA PERSONNE S'ENGAGEANT À REMBOURSER)						8 DATE OF BIRTH DATE DE NAISSANCE		9 CITIZENSHIP CITOYENNETÉ
SURNAME - NOM DE FAMILLE						D J M Y A		
10 SEX SEXE		11 MARITAL STATUS ÉTAT MATRIMONIAL		12 IMMIGRATION DOCUMENT DOCUMENT D'IMMIGRATION		13 IMM 1000/MIN PERMIT DOCUMENT NO. NO DU DOCUMENT IMM 1000/PERMIS DU MINISTRE		
MALE MASCULIN <input type="checkbox"/> FEMALE FÉMININ <input type="checkbox"/>		SINGLE CÉLIBATAIRE <input type="checkbox"/> MARRIED MARIÉ <input type="checkbox"/> OTHER (SPECIFY) AUTRE (PRÉCISER) <input type="checkbox"/>		IMM 1000 <input type="checkbox"/> MIN PERMIT PERMIS DU MIN <input type="checkbox"/>				
14 IS LOAN RECIPIENT COVERED BY THIS WARRANT? LE BÉNÉFICIAIRE DU PRÊT EST-IL VISÉ PAR LE PRÉSENT BON? <input type="checkbox"/>						DATE OF BIRTH DATE DE NAISSANCE		CITIZENSHIP CITOYENNETÉ
15 OTHERS COVERED BY THIS WARRANT AUTRES PERSONNES VISÉES PAR LE PRÉSENT BON						DAY JOUR MONTH MOIS YEAR ANNÉE		LIEN DE PARENTÉ AVEC LE BÉNÉFICIAIRE DU PRÊT
SURNAME - NOM DE FAMILLE						GIVEN NAMES - PRÉNOMS		
16 TOTAL NUMBER OF PERSONS COVERED BY THIS WARRANT TOTAL DES PERSONNES VISÉES PAR LE PRÉSENT BON						17 SPECIAL PROGRAM (SPECIFY IF APPLICABLE) PROGRAMME SPÉCIAL (PRÉCISER S'IL Y A LIEU)		18 IMMIGRANT CATEGORY CATÉGORIE D'IMMIGRANT
19 NAME ADDRESS AND RELATIONSHIP OF CLOSEST RELATIVE OUTSIDE CANADA NOM ADRESSE ET LIEN DE PARENTÉ PLUS PROCHÉ HORS DU CANADA								
20 DESTINATION IN CANADA (STREET NUMBER APT CITY OR TOWN PROVINCE) (IF DESTINED TO A RELATIVE INDICATE NAME AND RELATIONSHIP) LIEU DE DESTINATION AU CANADA (RUE NUMÉRO APP VILLE OU VILLAGE PROVINCE) (SI LA PERSONNE SE REND CHEZ UN PARENT, INDICER LE NOM ET LIEN DE PARENTÉ)						21 RESPONSIBLE IMMIGRATION OFFICE (CODE) AND FILE NO. (IF APPLICABLE) BUREAU D'IMMIGRATION (CODE) ET NO DU DOSSIER (AU BESOIN)		
22 OCCUPATION (IF EMPLOYMENT ARRANGED GIVE NAME AND ADDRESS OF EMPLOYER) PROFESSION (S'IL S'AGIT D'UN EMPLOI RÉSERVÉ DONNER LE NOM ET L'ADRESSE DE L'EMPLOYEUR)								

VOID

B TO BE COMPLETED BY TRANSPORTATION CO. (TYPE OR PRINT CLEARLY) À REMPLIR PAR LE TRANSPORTEUR (DACTYLOGRAPHIER OU LETTRES MOULÉES)									
23 NAME AND ADDRESS OF TRANSPORTATION CO. OR AUTHORIZED AGENT NOM ET ADRESSE DU TRANSPORTEUR OU AGENT AUTORISÉ									
24 FLT NUMBER NO DU VOL		25 TICKET NUMBERS NOS DES BILLETS		FOR CEC NMO USE ONLY RÉSERVÉ À LA CEIC AC SEULEMENT					
1st / 1er		LAST / DERNIER							
26 PORT OF DEPARTURE POINT DE DÉPART		27 PORT OF ARRIVAL POINT D'ARRIVÉE		28 DATE OF DEPARTURE DATE DU DÉPART		29 EXPECTED DATE OF ARRIVAL DATE D'ARRIVÉE PRÉVUE		30 DATE OF ARRIVAL DATE D'ARRIVÉE	
D J M Y A		D J M Y A		D J M Y A		D J M Y A		D J M Y A	
31 COST OF PASSAGE LOWEST RATE AT DEPARTURE TIME TARIFF DE TRANSPORT TARIFF LE PLUS BAS EN VIGUEUR AU DÉPART		FULL FARES PLEIN TARIFF		HALF FARES DEMI TARIFF		INFANT FARES TARIFF D'ENFANTS		32 LOCAL CURRENCY MONNAIE LOCALE	
NO NBRE		TOTAL		TOTAL		TOTAL		33 CANADIAN CURRENCY MONNAIE CANADIENNE	
34 INLAND TRAVEL COSTS TARIFF POUR DÉPLACEMENT À L'INTÉRIEUR		FULL FARES PLEIN TARIFF		REDUCED FARES TARIFF RÉDUIT		TOTAL			
[] AIR AVION [] BUS AUTOBUS [] AIR PORTER NAVETTE (AÉROPORT) [] OTHER (SPECIFY) AUTRE (PRÉCISER)		NO NBRE		TOTAL		TOTAL			
35 MISCELLANEOUS COSTS FRAIS DIVERS		[] HOTEL [] MEALS REPAS [] OTHER (SPECIFY) AUTRE (PRÉCISER)		TOTAL		TOTAL			
36 SPECIFY TYPE OF LOCAL CURRENCY USED PRÉCISER LA MONNAIE UTILISÉE		AMOUNT OF LOAN MONTANT DU PRÊT		TOTAL		TOTAL			
18 SIGNATURE OF REPRESENTATIVE SIGNATURE DU REPRÉSENTANT									

I hereby acknowledge that the total amount of money set out on the face of this Warrant represents the estimated value of a loan to myself, for which I have applied, and which I have received from Her Majesty the Queen in Right of Canada. I understand that interest will be charged on the loan at the rate of _____ per month, computed from the first day of the month following the day on which I arrive in Canada and shall be calculated monthly thereafter on the unpaid balance of the loan account, but the effective rates of interest herein shall not exceed _____ per annum of the actual value of the loan. The loan account will record the actual value of the loan in Canadian currency in accordance with the amount paid by the Government of Canada to the transportation company which honours this warrant, and shall record all subsequent transactions relating to payments received and interest charges on the loan. Interest will be calculated on the unpaid balance of the loan, shown in the account on the first day of each month. Each instalment paid shall be deducted from the balance shown in the account until the total of the loan and interest have been repaid. Should there be a default in making an instalment payment, the next and subsequent regular interest calculations will be made on the unpaid balance of the loan, plus interest, shown in the account. I promise to repay the actual value of the loan in Canadian currency, to the Receiver General of Canada, in accordance with the repayment terms affecting Transportation Loans under the Immigration Regulations, the relevant terms of which are printed on the reverse hereof, which I fully understand and have read in my own language or which have been explained to me in a language I understand. I fully understand that the actual value of this loan will be determined and made known to me after audit by the transportation company honouring this Warrant and the Chief Revenue Accounting of the Canada Employment and Immigration Commission for the Government of Canada.

Je reconnais, par les présentes, que le montant total indiqué au recto du présent bon représente la valeur estimative d'un prêt que j'ai demandé et qui m'a été consenti par Sa Majesté la Reine du chef du Canada. Je comprends que l'intérêt sur le prêt sera calculé au taux de _____ par mois à compter du premier jour du mois suivant la date de mon arrivée au Canada et sera, par la suite, calculé mensuellement sur le solde impayé du prêt, mais les taux d'intérêt en vigueur aux fins du présent engagement ne dépasseront pas _____ par année de la valeur réelle du prêt. Le compte du prêt indiquera la valeur réelle de ce dernier, en monnaie canadienne, d'après le montant versé par le Gouvernement du Canada au transporteur qui honore ce bon et il indiquera toutes les opérations subséquentes relatives aux versements reçus et au service des intérêts sur le prêt. L'intérêt sera calculé sur le solde impayé du prêt, figurant sur le compte le premier jour de chaque mois. Chaque versement sera déduit du solde indiqué sur le compte, tant que le montant total du prêt et de l'intérêt ne sera pas intégralement remboursé. Si un versement n'est pas effectué, les calculs réguliers d'intérêt se feront dès lors et subséquentement sur le solde impayé du montant du prêt et de l'intérêt sur le compte. Je m'engage à rembourser la valeur réelle du prêt, en monnaie canadienne, au Receveur Général du Canada, conformément aux conditions relatives au remboursement des prêts de transport qui figurent dans le Règlement sur l'immigration, qui sont énumérées au verso du présent bon et que je comprends parfaitement, pour les avoir lues dans ma propre langue ou me les être fait expliquer dans une langue que je comprends. Je comprends parfaitement que la valeur réelle de ce prêt sera établie et me sera communiquée après une vérification effectuée par le transporteur qui honore ce bon et par le chef de la Comptabilité du revenu, Commission de l'emploi et de l'immigration du Canada, qui représente le Gouvernement du Canada.

SIGNATURE OF PERSON GIVING UNDERTAKING SIGNATURE OF APPROVING OFFICER

TRANSPORTATION COMPANY: SUBMIT THIS COPY ALONG WITH DUPLICATE INVOICE TO THE CHIEF REVENUE ACCOUNTING OF THE CANADA EMPLOYMENT AND IMMIGRATION COMMISSION, OTTAWA, CANADA K1A 0G9. TRANSMETTRE CETTE FEUILLE AINSI QUE L'INVOICE EN DOUBLE À LA COMPTABILITÉ DU REVENU DE LA COMMISSION DE L'EMPLOI ET DE L'IMMIGRATION DU CANADA, OTTAWA, CANADA K1A 0G9. DANS LES TRENTE JOURS QUI SUIVront L'ARRIVÉE DES PASSAGERS AU CANADA.

**APPLICATION FOR TRANSPORTATION LOAN
DEMANDE DE PRÊT DE TRANSPORT**

APPLICATION NUMBER / NUMÉRO DE LA DEMANDE **5009**

A. TYPE OR PRINT CLEARLY — DACTYLOGRAPHIER OU LETTRES MOULÉES

1. Issuing office — Bureau d'origine

2. C.I.C. file number — Numéro du dossier C.I.C.

Original warrant number (if applicable)
Numéro du bon original (si nécessaire)

Warrant Number if IMM 500 to be issued in Canada
Numéro du bon si l'IMM 500 est délivré au Canada

B. Particulars of applicant — Renseignements sur le requérant

Surname — Nom de famille

Given names — Prénoms

6. Telephone no. — Numéro de téléphone

Present address (in full) — Adresse actuelle (au long)

8. Date of birth — Date de naissance

9. Citizenship
Citoyenneté

10. Details of admission to Canada — Détails sur l'admission au Canada

Immigrant category
Catégorie d'immigrant

11. Social insurance no. — Numéro d'assurance sociale

12. Name and address of employer and occupation (if self-employed, give particulars)
Nom et adresse de l'employeur et profession (s'il s'agit d'un travailleur autonome, précisez)

13. Name, address and relationship of closest relative other than persons in (D) below.
Nom et adresse du plus proche parent et lien de parenté avec celui-ci hors des personnes en (D) au dessous.

C. TRANSPORTATION COMPANY PREFERRED — TRANSPORTEUR PRÉFÉRÉ

14. Name and address of transportation co. — Nom et adresse du transporteur

15. Name and address of sub agent in Canada — Nom et adresse du sous agent au Canada

D. PARTICULARS OF PERSON(S) COVERED BY THIS LOAN — RENSEIGNEMENTS SUR LA(LES) PERSONNE(S) VISÉE(S) PAR CE PRÊT

	Surname Nom de famille	Given names Prénoms	Date of Birth date de naissance			Relationship to applicant Lien de parenté avec le requérant	Citizenship Citoyenneté
			Day Jour	Month Mois	Year Année		
a							
b							
c							
d							
e							
f							
g							
h							

17. Home address (in full) of person(s) listed in (D) above — Adresse domiciliaire (au long) des personnes dont le nom figure en (D) au-dessus

18. Responsible visa office — Bureau des visas compétent

19. IMM 1344
ATTACHED
CI-JOINT

20. Date IMM 1344 forwarded
IMM 1344 envoyé le

E. PARTICULARS OF LOAN — RENSEIGNEMENTS SUR LE PRÊT

21. Estimated transportation cost
Coût estimatif du transport

22. Approximate amount of loan
Montant approximatif du prêt

23. Estimated interest
Intérêt estimatif

24. Date

I hereby acknowledge that the amount of money set out on the face of this form represents the estimated value or a loan to myself, for which I have applied, and which I have received from Her Majesty the Queen in Right of Canada. I understand that interest will be charged on the loan at the rate of _____ per month, computed from the first day of the month following the day on which the person(s) listed in (D) above arrive in Canada, and shall be calculated monthly thereafter on the unpaid balance of the loan account; but the effective rates of interest herein shall not exceed _____ per annum of the actual value of the loan. The loan account will record the actual value of the loan in Canadian currency in accordance with the amount paid by the Government of Canada to the transportation company which honours a transportation warrant issued to the person(s) listed in (D) above, and shall record all subsequent transactions relating to payment received and interest charges on the loan. Interest will be calculated on the unpaid balance, of the loan, shown in the account on the first day of each month. Each instalment paid shall be deducted from the balance shown in the account until the total of the loan and interest have been repaid. Should there be a default in making an instalment payment, the next and subsequent regular interest calculations will be made on the unpaid balance of the loan, plus interest, shown in the account. I promise to repay the actual value of the loan in Canadian currency, to the Receiver General of Canada in accordance with the repayment terms affecting Transportation Loans under the Immigration Regulations, the relevant terms of which are printed on the reverse hereof, which I fully understand and have read in my own language or which have been explained to be in a language I understand. I fully understand that the actual value of this loan will be determined after arrival of the person(s) listed in (D) above in Canada and will be made known to me after transportation costs are audited by the transportation company carrying said person(s); and the Chief Revenue Accounting of the Employment and Immigration Commission of the Government of Canada.

Je reconnais par les présentes, que le montant total indiqué au recto du présent bon représente la valeur estimative d'un prêt que j'ai demandé et qui m'a été consenti par Sa Majesté la Reine du Chef du Canada. Je comprends que l'intérêt sur le prêt sera calculé au taux de _____ par mois, à compter du premier jour du mois suivant le jour de l'arrivée des personnes portées en (D) au-dessus au Canada, qui sera par la suite calculé mensuellement sur le solde impayé du prêt; les taux d'intérêt en vigueur aux fins du présent engagement ne dépasseront pas _____ par année de la valeur réelle du prêt. Le compte du prêt indiquera la valeur réelle de ce dernier, en monnaie canadienne, d'après le montant versé par le gouvernement du Canada au transporteur qui honore un bon versé aux personnes portées en (D) au-dessus, et il indiquera toutes les opérations subséquentes relatives aux versements reçus et aux services des intérêts sur le prêt. L'intérêt sera calculé sur le solde impayé du prêt, figurant sur le compte le premier jour de chaque mois. Chaque versement sera déduit du solde indiqué sur le compte, tant que le montant total du prêt et de l'intérêt ne sera pas intégralement remboursé. Si un versement n'est pas effectué, les calculs réguliers d'intérêt se feront dès lors et subséquentement sur le solde impayé du montant du prêt et de l'intérêt, indiqué sur le compte. Je m'engage à rembourser la valeur réelle du prêt, en monnaie canadienne, au Receveur Général du Canada, conformément aux conditions relatives au remboursement des prêts de transport qui figurent dans le Règlement sur l'immigration, qui sont énumérées au verso du présent et que je comprends parfaitement, pour les avoir lues dans ma propre langue ou me les être fait expliquer dans une langue que je comprends. Je comprends parfaitement que la valeur réelle de ce prêt sera établie après l'arrivée des personnes portées en (D) au-dessus au Canada et après une vérification effectuée par le transporteur ayant transporté lesdites personnes; et par le chef de la comptabilité du revenu, Commission de l'emploi et de l'immigration du Canada, qui représente le gouvernement du Canada.

Signature of person giving undertaking
Signature de la personne qui prend l'engagement

Signature or witness — Signature du témoin

Signature of authorizing officer — Signature du fondé de pouvoir

DATE LOAN APPROVED
DATE D'APPROBATION DU PRÊT

D J M Y A

THIS FORM HAS BEEN ESTABLISHED BY THE MINISTER OF EMPLOYMENT AND IMMIGRATION
FORMULAIRE ÉTABLI PAR LE MINISTRE DE L'EMPLOI ET DE L'IMMIGRATION



Employment and Immigration Canada Emploi et Immigration Canada

IMMIGRATION PROGRAM - ACCOUNTS RECEIVABLE SYSTEM
NOTIFICATION OF REVISED DATA - TRANSPORTATION LOAN

PROGRAMME D'IMMIGRATION - SYSTÈME DE COMPTES À RECEVOIR
AVIS DE DONNÉES MODIFIÉES - PRÊT DE TRANSPORT

FOR USE AT NHQ ONLY — ESPACE RÉSERVÉ À L'A.-C.

Batch Number Numéro du lot			Classification Classe	Account Number Numéro du compte	Name Tag Nom abrégé
1	3		19	23	32
T	R	0 3			

NEW / REVISED STATISTICAL DATA — DONNÉES STATISTIQUES NOUVELLES / MODIFIÉES

Name — Nom Family Name Nom de famille			First Name Prénom		
Revised Name — Changement de nom Family Name Nom de famille			First Name Prénom		
Address — Adresse Apt. No. N° d'appart.			Street Name and No. N° et nom de la rue		
City Ville			Province	Postal Code Code postal	
Social Insurance Number Numéro d'assurance sociale	Date of Birth Date de naissance	Sex - Marital Status Sexe - et état civil	No. of Dependents N° de dépendants	Telephone Number N° de téléphone	
Issuing Office Bureau émetteur	Warrant Number N° du mandat	Date of Landing Date d'arrivée	Place of Landing Endroit d'arrivée		
File Number N° de référence					

NEW / REVISED EMPLOYMENT INFORMATION — DONNÉES NOUVELLES OU MODIFIÉES SUR L'EMPLOI

Name of Employer Nom de l'employeur	Date of Employment Date d'emploi	Annual Income Salaire annuel
Address of Employer Adresse de l'employeur		

TO / À:

FROM / DE:

CEIC

CHIEF, REVENUE ACCOUNTING

CHEF, COMPTABILITÉ DU REVENU

PLACE DU PORTAGE, PHASE IV

OTTAWA-HULL

K1A 0J9

(NHQ) Authorized by — (A.-C.) Autorisé par	Date
--	------

Form 612 (10-1-11) B 31
PROCEDE **Plasdex** - PROCEDES
MONTREAL TORONTO






Form 612 (10-12) B (3)
PROJET DE **Plasdex** - PROCESS
MONTREAL - TORONTO

CHAPTER 27
IMMIGRATION COST RECOVERY PROCESSING



SELECTION AND CONTROL

SYMBOLS

	<i>Table of Contents</i>
	<i>Authorities</i>
	<i>Guidelines</i>
	<i>Appendices</i>
	<i>Index</i>

IS 27 Acronyms

CAQ	Certificate of Acceptance by the Province of Quebec
CEIC	Canada Employment and Immigration Commission
CIC	Canada Immigration Centre
CIDA	Canadian International Development Agency
CR	Convention Refugee
DC	Designated Class
EAITC	External Affairs and International Trade Canada
EIC	Employment and Immigration Canada
EO	Examining Officer
FDE	Full Document Entry
FOSS	Field Operational Support System
IEO	Immigration Examining Officer
MCCIQ	Quebec Department of Cultural Communities and Immigration
NHQ	National Headquarters
NGO	Non-Government Organization
PAQ	Pre-application Questionnaire
POE	Port of Entry
QRC	Query Response Centre
SIEO	Senior Immigration Examining Officer
SIO	Senior Immigration Officer



SELECTION AND CONTROL

AUTHORITY	1
GENERAL INTENT	1
27.01 OBJECTIVE	1
27.02 BACKGROUND	1
27.03 – 27.04 SPARES	2
GUIDELINES	3
27.05 THE CLIENTELE AND THE CHARGES	3
27.06 LEGISLATION	3
27.07 PRINCIPLES IN DEVELOPING THE FEE SCHEDULE	3
27.08 GUIDELINES IN ADMINISTERING THE PRINCIPLES	3
27.09 SPARE	4
27.10 EXEMPTIONS	4
1) File Retentions	4
2) Exemption Code "999"	4
27.11 FORM AND TIME OF PAYMENT	5
1) In Canada	5
2) Missions Abroad	6
27.12 PRE-SCREENING	6
27.13 REFUNDS	6
1) Scope	6
2) When Is a Refund Warranted?	6
3) Control of Refunds	6
4) Processing Refunds	7
27.14 – 27.19 SPARES	8
PROCEDURES	9
27.20 PERMANENT RESIDENCE	9
1) Pre-Screening	9
2) Collection of Fee	9
27.21 ORDER-IN-COUNCIL	12
1) Pre-Screening	12
2) Initiation of Formal Processing	12
3) Collection of Fee	12
4) Temporary Inability to Pay	13
27.22 FAMILY BUSINESS (IN CANADA)	13
1) Intent of Family Business – Job Offers to Relatives (as per IS 1.18)	13
2) Pre-Screening	13
3) Initiation of Formal Processing	13
4) Collection of Fee	13
5) Temporary Inability to Pay	14
27.23 – 27.24 SPARES	14
27.25 VISITOR VISAS	14
1) Pre-Screening	14
2) Processing and Collection of Fee	14
3) Mail-In and Drop-Box Applications	14
27.26 VISITOR VISA – COLLECTIVE CERTIFICATE (IMM 1393)	14
1) Intent	14



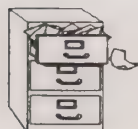
SELECTION AND CONTROL

2) Pre-Screening	15
3) Processing and Collection of Fee	15
27.27 – 27.29 SPARES	15
27.30 EMPLOYMENT AUTHORIZATION (IMM 1102/IMM 1442)	15
1) Pre-Screening	15
2) Initiation of Formal Processing	15
3) Collection of Fee	16
27.31 – 27.34 SPARES	18
27.35 STUDENT AUTHORIZATION (IMM 1208/IMM 1442)	18
1) Pre-Screening	18
2) Initiation of Formal Processing	18
3) Collection of Fee	19
27.36 – 27.39 SPARES	20
27.40 EXTENSION OF VISITOR STATUS	20
1) Pre-Screening	20
2) Initiation of Formal Processing	20
3) Collection of Fee	21
27.41 – 27.44 SPARES	21
27.45 MINISTER'S PERMIT/EXTENSION (IMM 1263/IMM 1264)	21
1) Pre-Screening	21
2) Initiation of Formal Processing	22
3) Collection of Fee	22
4) Minister's Permit Cases with Employment Authorization	22
5) Minister's Permit Cases with Student Authorizations	22
6) Temporary Inability to Pay	23
27.46 – 27.49 SPARES	23
27.50 DISCRETIONARY ENTRY (PORT OF ENTRY, CANADA)	23
1) Intent of Discretionary Entry (as per IE 2.36)	23
2) Pre-Screening	23
3) Initiation of Formal Processing	24
4) Collection of Fee	24
5) Discretionary Entry in Cases Involving Employment	24
6) Temporary Inability to Pay	24
27.51 – 27.54 SPARES	24
27.55 RETURNING RESIDENT PERMIT (IMM 1228)	24
1) Pre-Screening	24
2) Initiation of Formal Processing	24
3) Collection of Fee	25
27.56 – 27.59 SPARES	25
27.60 CRIMINAL REHABILITATION (IMM 1444)	25
1) Pre-Screening	25
2) Initiation of Formal Processing	25
3) Collection of Fee	26
4) Temporary Inability to Pay	26
27.61 – 27.64 SPARES	26
27.65 MINISTER'S CONSENT/DEPORTATION (IMM 1202/IMM 1203)	26
1) Pre-Screening	26
2) Initiation of Formal Processing	26



SELECTION AND CONTROL

3) Collection of Fee	27
4) Temporary Inability or Refusal to Pay	27
27.66 – 27.69 SPARES	27
27.70 CERTIFICATION OF LANDING	27
1) Pre-Screening	27
2) Collection of Fee	27
3) Exemption for Requests by Government Agencies	28
27.71 – 27.74 SPARES	28
27.75 REPLACEMENT OF IMMIGRATION DOCUMENT	28
1) Pre-Screening	28
2) Initiation of Formal Processing	29
3) Collection of Fee	29
4) Cases Initiated by Direct Requests to QRC at NHQ	29
5) Cases Where FDE Is Used (IMM 1442)	29
27.76 – 27.79 SPARES	29
27.80 TRANSCRIPT OF IMMIGRATION INQUIRY/HEARING	29
27.81 – 27.84 SPARES	30
27.85 CALLOUT/OVERTIME (IN CANADA)	30
1) Pre-Screening	30
2) Initiation of Formal Processing	30
3) Collection of Fee	31
4) Temporary Inability to Pay	31
27.86 – 27.89 SPARES	31
27.90 INVESTMENT PROPOSAL ASSESSMENT (NHQ IN CANADA ONLY)	31
1) Pre-Screening	31
2) Initiation of Formal Processing	32
3) Collection of Fee	32
4) Temporary Inability or Refusal to Pay	32
27.91 INVESTMENT PROPOSAL AMENDMENT (NHQ IN CANADA ONLY)	32
1) Pre-Screening	32
2) Initiation of Formal Processing	32
3) Collection of Fee	32
4) Temporary Inability or Refusal to Pay	32
27.92 REQUESTS FOR IMMIGRATION DATA (NHQ IN CANADA ONLY)	33
27.93 – 27.94 SPARES	33
27.95 FILE TRANSFER	33
1) Intent of Fee for Request for File Transfer	33
2) In Canada Processing	33
3) Processing Abroad	34
27.96 REPAYMENT OF DEPORTATION EXPENSES	35
1) Intent of Fee	35
2) Initiation of Formal Processing	35
3) Collection of Fee	35
4) Temporary Inability to Pay	35



SELECTION AND CONTROL

I 27.97 REPLACEMENT OF PERMANENT RESIDENT CARD	35
27.98 – 27.99 SPARES	35
INDEX	37
APPENDIX “A” – EXEMPTIONS	1
ANNEX 1 – PERMANENT RESIDENCE	1
ANNEX 2 – ORDER-IN-COUNCIL REQUESTS	1
ANNEX 3 – FAMILY BUSINESS	1
ANNEX 4 – VISITOR VISA – EXEMPTIONS	2
ANNEX 5 – EMPLOYMENT AUTHORIZATION	2
ANNEX 6 – STUDENT AUTHORIZATION	4
ANNEX 7 – EXTENSION OF VISITOR STATUS	4
ANNEX 8 – MINISTER’S PERMIT/MINISTER’S PERMIT EXTENSION	5
ANNEX 9 – DISCRETIONARY ENTRY	5
ANNEX 10 – RETURNING RESIDENT PERMIT	5
ANNEX 11 – CRIMINAL REHABILITATION	5
ANNEX 12 – MINISTER’S CONSENT/DEPORTATION	5
ANNEX 13 – CERTIFICATION OF LANDING	6
ANNEX 14 – REPLACEMENT OF IMMIGRATION DOCUMENT	6
ANNEX 15 – TRANSCRIPT OF AN IMMIGRATION INQUIRY	6
ANNEX 16 – CALLOUT/OVERTIME (IN CANADA)	6
ANNEX 17 – INVESTMENT PROPOSAL ASSESSMENT	6
ANNEX 18 – INVESTMENT PROPOSAL AMENDMENT	6
ANNEX 19 – REQUESTS FOR IMMIGRATION DATA (NHQ IN CANADA ONLY)	7
ANNEX 20 – FILE TRANSFER	7
ANNEX 21 – REPAYMENT OF DEPORTATION EXPENSES	7
ANNEX 22 – REQUEST FOR REPLACEMENT OF PERMANENT RESIDENT CARD ...	7
APPENDIX “B” – IMMIGRATION COST RECOVERY FEES – Schedule 1	1
APPENDIX “C” – SAMPLE OF IMM 5194 (01–91) B – IMMIGRATION COST RECOVERY CONTROL FORM	1
APPENDIX “D” – SAMPLE OF IMM 5009 (05–89) B – VERIFICATION OF ADMISSION ..	1
APPENDIX “E” – SAMPLE OF H&W FORM LETTER ISP 1705 (6–88)	1
APPENDIX “F” – CALLOUT/OVERTIME SAMPLE – INFORMATION SHEET TO TRAVELLER	1



AUTHORITY

Financial Administration Act 19(a)

Immigration Act Fees Regulations

| Immigration Act 114(1)(p.1)

GENERAL INTENT

27.01 OBJECTIVE

To institute a revenue—generating cost recovery system by applying a charge to most aspects of immigration services in Canada and abroad.

27.02 BACKGROUND

- a) Support for the immigration cost recovery idea was contained in the Auditor General's 1982 report on the Immigration Program, based on international precedent and the concept that the person specifically requesting a service should pay for it. The 1983 report entitled "Illegal Migrants in Canada", which was prepared by Mr. W. G. Robinson, also recommended the recovery of visa processing costs by imposing service fees. It suggested a rate, consistent with similar charges by other countries, for the processing of visitors, immigrants, temporary workers and students. Refugees, designated class members and diplomats would be among those exempted from the fees.
- b) The intention to introduce a system to recover part of the costs of immigration processing was announced in Parliament in November 1984. On September 13, 1985, Treasury Board approved the initial joint submission of the Minister of Employment and Immigration and the Secretary of State for External Affairs concerning the introduction of an Immigration Cost Recovery Program. In February 1986, fees were initiated for permanent residence applications, visitor extensions, employment authorizations and verification of landing records. The Treasury Board approved, on February 21, 1990, an amendment to the Immigration Act Fees Regulations that increased the fees charged for the processing of permanent residence applications and employment authorizations and introduced a fee for the business class. In March 1991, Treasury Board again approved a submission which further expanded the Cost Recovery fee schedule.

Listed below are chronological Treasury Board approvals for amendments to the Immigration Act Fees Regulations:

February 1986: Fees introduced for permanent residence applications, visitor extensions, employment authorizations and verification of landing records.

February 21, 1990: Fees increased for permanent residence applications and employment authorizations; fee introduced for business class applications for permanent residence.

February 27, 1991: **Phase II** — Fees introduced for 12 services; fee increased for permanent residence applications; "age—considered dependant" fee introduced.

July 10, 1991: **Phase 3A** — Fees introduced for three services; fee increased for one service; group rate for Collective Certificate (Visitor Visa) introduced.

February 13, 1992: **Phase 3B** — Fees introduced for two services; family maximum rate for combination of documents introduced; fees increased for two services.

August 1992: **Phase 4** — Fees for permanent residence applications, business class permanent residence applications, and employment authorizations are increased.

March 1993: **Phase 5** — Fees introduced for two services; fees increased for eight services; processing of one dependant free in permanent resident category eliminated; and all family rates eliminated.



SELECTION AND CONTROL

- c) The aim of such a revenue-generating cost recovery system is to reduce the deficit while trying to avoid increasing the financial burden of the Canadian taxpayers unreasonably. Fees for immigration processing are also a reflection of the "user-pay" policy whereby Canadians are already paying for a number of government services provided at their own request (for example, passports and licences of various descriptions).

27.03 – 27.04 SPARES



GUIDELINES

27.05 THE CLIENTELE AND THE CHARGES

- a) Charges will apply to nationals of all countries except where bilateral agreements specifically exempt certain cases. These charges will apply to services as listed in Schedule 1, Appendix "B". The charges are indicated for each category. The collection and safekeeping of fees will be assigned to designated individuals. Insofar as possible, these individuals will not be those who are actually issuing the documents applied for. A receipt shall be issued for every paid transaction.
- b) Ideally, there should be no refunds in the administration of this program. However, there may be rare instances where a refund will have to be processed because the money was collected in error.

27.06 LEGISLATION

Authority to charge prescribed fees is based on the Financial Administration Act [paragraph 19(1)(a)], the Immigration Act Fees Regulations, and paragraph 114(1)(p.1) of the Immigration Act.

27.07 PRINCIPLES IN DEVELOPING THE FEE SCHEDULE

The development and management of the Immigration Cost Recovery Program adheres to the following principles:

- a) Recovery of the cost of immigration services through user fees is an approved means of shifting the burden of financing these services from the Canadian taxpayer generally to the user specifically.
- b) Fee levels are set to recover as much of the costs of each service as reasonable without imposing undue hardship or affecting access to service.
- c) The fee for any service will not exceed the average documented global cost of providing that service.
- d) Each fee will be applied universally; exemptions from established fees will only be applied in situations where the requirements for a fee would be incompatible with other government policies or international practices.
- e) The fees will be comparable to the fees of other major immigrant receiving countries, where similar services are subject to user fees.
- f) Revenue from user fees will be used to the maximum extent provided for within government policy to offset the costs of delivering the Immigration program including the costs of improvements in service.

27.08 GUIDELINES IN ADMINISTERING THE PRINCIPLES

- a) Documented costs and established procedures exist for each item where a fee is charged.
- b) Charges apply to the application process leading to the end product, and thus in most cases, fees will not be refunded in the event of unsuccessful applications.
- c) The fee structure must be as simple as possible for ease of administration.
- d) Where an individual or two or more members of the same family apply at the same time and at the same place for any combination of the following documents: Visitor Visa, Visitor Extension, Employment Authorization, Student Authorization, and Minister's Permit/Extension, a maximum rate of \$300 for combination of documents will be collected, unless a single rate per document would be economically advantageous to the family.

Example – Family applying at the same time and at the same place

A family of five members apply at the same time for a variety of documents which include:

Head	–	Employment Authorization
Spouse	–	Employment Authorization
2 children	–	Student Authorizations (2)
1 child	–	Student Authorization & Employment Authorization



SELECTION AND CONTROL

Should the fee for each document be charged separately, the total fee would be \$600 (\$100 x 6 documents). The MAXIMUM RATE FOR A COMBINATION OF DOCUMENTS renders a fee of \$300 for the processing of all 6 documents. (Reference at section 22 of the Immigration Act Fees Regulations.)

- e) Not all processes and services will be charged for. It is recognized that there currently exist and may continue to exist a number of services offered without charge to our clientele. The Commission currently does not charge for information, advice, referrals, pamphlets, forms and documents, and liaison with other offices, private and group sponsorship of refugees including application, reception and monitoring of refugees, itinerant service to remote areas, community training and information sessions, and enforcement actions.
- f) Cost recovery and the applicable fees should have no bearing on the program or operational decisions made by the officer. The fee structure should remain as simple as possible, with similar services being charged similar rates.
- g) Fees should have no unintended dissuasive effect on the flow of desirable immigrants and visitors to Canada.
- h) Refugees and designated class members, prior to their arrival in Canada, are to be exempted from any charges, for humanitarian reasons.
- i) Once a decision to proceed on, refuse, or withdraw an application is made, the file is closed. If a client wishes to reopen a closed file or request additional processing, new fees will apply in all cases except where CEIC has erred.
- j) Renewal or updating of any client information or redoing of existing application forms for administrative purposes is not considered to be new applications, and additional fees will not be applied.
- k) A family group, for Cost Recovery purposes when determining fees applicable for permanent resident application or the maximum rate for visitor documentation, shall include the principal applicant, spouse, and dependent children.
- l) The fee for a service is normally paid by the person who requests and benefits from the service. There are cases however, such as in the case of certain sponsored students, where it is more practical for an organization to pay the required fee. The payment of a fee in these situations will be made in accordance with the established agreement between EIC/EAITC, and the third party involved.

27.09 SPARE

27.10 EXEMPTIONS

- a) The exemptions are indicated in the Appendices.
- b) Some of the exemptions run parallel to those contained in the Immigration Regulations relating to temporary workers; others, such as those relating to claimants to refugee status, were included because of humanitarian considerations. Certain exemptions are in keeping with Canada's international reciprocal agreements (i.e., citizens of Finland [Appendix "A", Annex1], Iceland and Iran [Appendix "A", Annex7]).

1) File Retentions

Supporting documentation necessary to substantiate the applicability of any exemption from cost recovery fees should be retained on the CIC or visa office file for a minimum of 12 months after the status confirming document has been issued. This practice will facilitate periodic monitoring and auditing, and is apart from any other file retention procedures which may be issued from time to time for the purpose of the Privacy Act or the management of recorded information.

2) Exemption Code "999"

Instructions regarding use of code "999" state that this code may be used only in exceptional circumstances and applicable only for administrative control purposes. The reason for its use must be notated in the Remarks box of the form issued.



Outlined below are two situations/circumstances to which the use of "999" should be limited.

- a) **Commission error:** Where a CEIC employee erred and this error causes the requirement of a process/service for which there is a fee applicable, no fee shall be collected.

A simple example of this would be where an office loses an undertaking or sponsorship for which the cost recovery fee has been paid and that the mission abroad requires before overseas processing can continue. A second sponsorship would be completed, but no fee would be collected from the client sponsor or proposed immigrant.

- b) **CEIC wishes to control status of individual:** In cases where the existing program policy allows long-term status documents to be issued but, for some reason, control over the individual is desired, fee collection would be applicable to only the first document issued and any subsequent documents issued would be "999" fee exempt.

An example of this is the case of an individual who is documented on a student authorization that will expire in two months time. The student applies for an employment authorization. All requirements for the issuance of the employment authorization are met; however, you feel it necessary for both student and employment authorizations to have the same validity period. The employment authorization would be issued with a validity to coincide with the student authorization, and a processing fee would be collected. When the student returns and requests an extension of his/her student authorization and employment authorization, a processing fee would be collected for the student authorization; however, the employment authorization would be coded fee exempt "999". The student authorization would be considered a straight extension, where as the employment authorization is necessary only because we (CEIC) chose to issue the initial employment authorization for a short duration to control status.

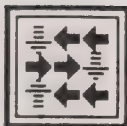
In cases where federal authorization for the issuance of long-term documents is available but, due to provincial or other legal requirements, duration must be limited, each request for processing must be accompanied by a fee. Exemption code "999" is not applicable in these instances.

27.11 FORM AND TIME OF PAYMENT

The point at which the fee is to be collected is indicated in the procedures for each category. Basically, collection takes place as soon as the decision to process an application is reached.

1) In Canada

- a) Fees relating to non-immigrant services may be paid in cash (Canadian currency in Canada; Canadian or U.S. at ports of entry); with Visa or MasterCard, by money order, traveller's cheque or certified cheque.
- b) Fees relating to applications for permanent residence in Canada (IMM 5001), or Undertaking of Assistance for family class or assisted relative applications (IMM 1344) submitted in Canada may be paid by personal cheque. In the event that the cheque is returned "NSF", the CIC will halt the processing of the application and will not recommence the processing until a certified cheque or money order has been received from the client.
- c) Returned Cheques
- i) Whenever a cheque must be returned to the client, there is no need to deposit the cheque into a departmental bank account. Since we can deem that no service has been provided, there is no requirement to deposit the monies at that point. The cheque should be returned to the client along with the application and an explanation as to why the application and fee are being returned (i.e., application incomplete or wrongly completed, not eligible, incorrect amount on cheque, etc.)
- ii) An appropriate logging system must be initiated to identify cheques received and cheques being returned. At a minimum, the log should include the name and address of the client, dates received/returned, amount of cheque returned, reason for return, and application type (this could be notated by using the appropriate cost recovery revenue line object).



- d) In cases where MasterCard or Visa credit cards are accepted for payment of a processing fee, offices which have installed an automatic dial-up machine for approvals, must receive approval for all credit card payments accepted prior to issuance of a receipt. The "floor limit" for offices which do not have the automatic dial-up machine remains at \$300. All transactions exceeding \$300 must be approved.

2) Missions Abroad

In countries with convertible currencies, payment will be accepted in local or Canadian currencies only. In countries with non-convertible currencies, payments by residents of that country will be accepted in local, Canadian or U. S. currencies; payments by non-residents will be accepted in Canadian or U. S. currencies only. Exceptions may occur on a mission by mission basis. Missions will not accept credit card payment at this time.

27.12 PRE-SCREENING

As charges are applied to process rather than to product, it is important that careful pre-screening of all requests be carried out. Potential applicants should be given ample opportunity for counselling before deciding whether to initiate a formal application and becoming subject to charge. No fee can be collected for pre-screening. The screening may disclose non-eligibility to obtain the required services. It would not be fair to collect fees in situations where it is evident from the face of the record that the applications will be refused, or where the client is not in possession of all necessary documents. In the latter situation, the person must simply be informed to return with all documents and no fee shall be collected until he/she does. Such situations may arise due to the need to verify documentation before a decision can be made to proceed with the case.

27.13 REFUNDS

1) Scope

The refund policy has been established to provide guidance on the administration of refunds of Immigration cost recovery fees collected in error or when the client remits more than is required in the case of a mail-in unit.

2) When Is a Refund Warranted?

Once a client has been provided with the proper counselling and/or the correct written information necessary to make an informed decision, the onus rests with the applicant to initiate a formal application. Informed clients who initiate an application and pay the required fee will not have their money refunded should they decide to withdraw or discontinue their application at any stage.

Furthermore, should a client wish to withdraw or discontinue an application and we respond to the client's request, another fee will apply should the client approach our office to reapply at a later date.

This policy will apply to all types of services including applications for permanent residence. Again, it is important to ensure that the counselling provided to clients, whether verbal or in writing, furnishes the information necessary for the client to make an informed decision.

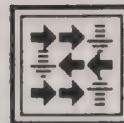
Clients who apply for a particular service, pay the required fee, and are denied the service because they become the subject of enforcement action under the Immigration Act will not be refunded the fee paid for the requested service should the enforcement action lead to their inquiry and/or removal from Canada.

Refunds should not be authorized unless a fee was collected in error or, as in the case of mail-in, the client remits more money than is required.

3) Control of Refunds

A segregation of duties must be in place at the local office to ensure that an impartial review of the refund is performed and that authorized refunds are warranted (i.e., the person authorizing the refund should not be the same person who processes the refund). As local operation will permit, a Manager or supervisor should approve and monitor all requests for refunds. Managers and supervisors should also ensure that refunds are processed in accordance with departmental policies and procedures.

A record of refunds processed should be maintained for cash refunds and returned personal cheques. The client will be required to sign this record upon receipt of the cash/personal cheque to confirm that he/she has received the refund in case of future disputes.



In an office where there is minimal staff on duty (in particular at night or on weekends), a record of the request for a refund should be kept, and following a brief explanation of the refund procedure, clients should be directed to apply for a refund by mail at the office responsible for processing the refund.

4) Processing Refunds

A refund or a request for a refund should not be processed unless there is proof that a fee was actually paid. **The onus to prove that a fee was paid rests with the client requesting a refund.** The primary proof of payment is the original receipt issued by our Commission. Once the receipt is produced, there should be a verification made on the authenticity of the receipt. Local records, the Point of Service (POS) system, and/or FOSS should be used for this purpose.

A refund will normally be processed by the office that caused the refund. In the case of a double fee, the office that collected the additional fee will normally process the refund.

The standard method for refunding clients is through the cheque requisition procedure. Since refunding can be very cumbersome and lengthy, it is important that clients eligible for refunds be informed of the procedure and the time involved in this process.

A receipt must be presented at all times by the client, as proof of payment. The receipt will indicate whether the fee was paid in cash, traveller's cheque, credit card, or another type of negotiable instrument. Authorized refunds must be documented manually or by means of an automated system.

a) Same day refunds prior to preparation of bank deposit

i) Cash and traveller's cheques:

If a client has paid by cash or traveller's cheque, a refund may be made to the client, after approval, out of the cash drawer **providing the cash/traveller's cheque HAS NOT been reconciled and included in the bank deposit preparation.** Ensure the client signs a record of refunds to confirm that he/she has received the refund.

Cash should be used to refund a payment made by traveller's cheque since the client will have already signed the cheque to the credit of the Receiver General for Canada. Ensure the client signs a record of refunds to confirm that he/she has received the refund.

ii) Certified cheque/postal or money order/bank draft:

When a client has paid with a certified cheque/postal or money order/bank draft, a refund will be made to the client, after approval, by cheque requisition using DEFACS. The client should be informed in writing that a refund will follow in the mail. A copy of the cheque requisition should be placed on the client's file to identify that a refund has been issued.

iii) Personal cheque:

If a client has paid with a personal cheque and **the cheque has not been included in the bank deposit preparation or deposited**, the cheque may be returned to the client if the refund has been approved and the client is still in the office. Ensure the client signs a record of refunds to confirm that he/she has received the cheque.

b) Refunds after bank deposit preparation/actual deposit

i) Cash and traveller's cheques:

If the bank deposit preparation has been completed or the funds have already been deposited, the approved refund must be processed by cheque requisition using DEFACS.

The client should be informed in writing that a refund will follow in the mail, and a copy of the cheque requisition should be placed on the client's file to identify that a refund was issued.

ii) Certified cheque/postal or money order/bank draft:

Same procedures as for "Same day refunds" in a)ii) above.

iii) Personal cheques:

If the bank deposit preparation has been completed or the funds have already been deposited, the approved refund must be processed by cheque requisition using DEFACS **10 working days after the deposit has been made to ensure the cheque has been ac-**



cepted by the bank. Clients should be informed in writing that a refund will follow in the mail, and a copy of the cheque requisition should be placed on the client's file to identify that a refund was issued.

c) Refund of credit card payments

All payments made by credit card must be refunded, after approval, using a credit note regardless of when the refund is processed. In a mail-in situation, a copy of the credit note, along with an explanatory note, should be mailed to the client.

A copy of the credit note should also be placed on the client's file to identify that the refund was issued.

d) Reconciliation of refunds

To ensure a proper audit trail, all refunds must be well documented and reflected in local records (i.e., POS, DEFACS, record of refunds, client file).

IMMIGRATION COST RECOVERY PROCEDURES FOR PROCESSING REFUNDS

Same day cash refund and Point of Service (POS) system in effect:

- Enter payment in POS. This will result in credit entry on Revenue Journal.
- Immigration will approve refund as required.
- Client must provide copy of POS receipt issued when payment was made.
- Enter refund in POS. This will result in debit entry on Revenue Journal.
- Provide cash refund to client from cash register drawer, and have client sign record of refunds to confirm receipt of refund.
- Notate POS refund number on the Immigration document.

Same day cash refund and Point of Service (POS) system not in effect:

- Provide Official Receipt FIN 2409 upon receipt of payment.
- Immigration will approve refund as required.
- Client must provide copy of FIN 2409 issued when payment was made.
- Notate REFUND, date, and initials of person processing the refund across the face of client's copy and office copies of FIN 2409.
- Provide cash refund to client from cash drawer/cash box, and have client sign record of refunds to confirm receipt of refund.
- If Revenue Journal has already been prepared/processed, make an adjusting entry to reverse the payment using the same coding.
- Notate on Immigration document that refund was issued and FIN 2409 number.

Refunds subsequent to preparation of bank deposit/actual deposit:

- Record payment in POS, if in effect, or provide Official Receipt FIN 2409, if no POS.
- Process Revenue Journal in DEFACS to record revenue in SSC.
- Immigration will approve refund as required.
- Client must provide copy of POS receipt or FIN 2409 issued at time of payment.
- Process cheque requisition using DEFACS. This will debit the original revenue entry in SSC and will result in a cheque being issued to the client.
- Place a copy of the cheque requisition on the client's file as proof that refund was issued.

NOTE: If the client's file is not retained in the CIC, retain a copy of the cheque requisitions requested for refunds to clients in a separate file for easy access.

The original receipt number, either issued through POS or on FIN 2409, should always be notated on the Immigration document at the time the fee is collected.



SELECTION AND CONTROL

PROCEDURES

27.20 PERMANENT RESIDENCE

1) Pre-Screening

Requests must be screened and clients given ample opportunity for counselling, in order to avoid collecting fees in cases where processing is manifestly not possible. Pre-screening is of great importance at inland CICs, where cases may arise which simply cannot be processed, either because an enforcement action may be taken or because the person is not eligible on the face of the record to submit a request for landing in Canada. In the case of persons wishing to submit an undertaking for a relative overseas, pre-screening should aim to determine eligibility to submit the undertaking, based on the criteria outlined in R4, as well as to provide advice regarding the level of income required to acceptance of an undertaking. It is not anticipated, however, that a detailed calculation of settlement arrangements would be done at the pre-screening stage. At missions abroad, pre-screening will normally be carried out by use of a pre-application questionnaire (PAQ) or its equivalent.

2) Collection of Fee

(\$450 per principal applicant; \$450 each dependant 19 years of age and over or who is a spouse; \$50 each dependant under 19 years of age and who is not a spouse.)

(\$750 entrepreneur, investor, self-employed (per principal applicant); \$450 each dependant 19 years of age and over or who is a spouse; \$50 each dependant under 19 years of age and who is not a spouse.)

The regulations referring to permanent resident applications stipulate a fee for an applicant, a fee for a dependant 19 years of age and over, and a fee for dependants under 19 years of age. There is no requirement that dependants be accompanying the parent(s); they can be sponsored on a later undertaking (IMM 1344) and benefit from a dependant fee.

a) At ports of entry

- i)
 - The examining officer will complete an A20(1) report, citing the lack of an Immigrant Visa and any other grounds of inadmissibility, unless the officer allows the client to withdraw the application for admission.
 - Where the request to process an application for permanent residence is approved and it is decided to issue a Minister's Permit, the officer shall refer the client to the cashier for payment of the fee for processing the application for permanent residence prior to issuance of the Permit and the continuation of normal processing, unless the client is exempted (Appendix "A", Annex 1). Exemption from a fee for the processing of the Minister's Permit is pursuant to 8(1)(b) of the Immigration Act Fees Regulations. A receipt will be issued at the port of entry and IMM 1344 appropriately completed to indicate "fee paid". Indication that the fee has been paid will be made in the appropriate space on the IMM 1104 by the inland CIC to which the client reports for continuation of processing.

ii) Temporary inability or refusal to pay

- Where a client cannot pay the fee due to a temporary lack of funds, the Senior immigration officer (SIO)/Senior immigration examining officer (SIEO) may allow the client to report to an inland CIC for payment of the fee. In these cases, the client will be allowed to proceed subject to "Terms and Conditions", i.e., that he/she reports as directed for the continuation of his/her examination.
- The inland CIC must be advised of the details of the case as soon as possible. The Minister's Permit will not be issued until the fee is paid. Where the request to consider an application for permanent residence is not approved or where the client refuses to pay the required fee, the officer will refer the client to the SIO/SIEO by writing an A20 report, and normal enforcement action will apply.



SELECTION AND CONTROL

b) At inland CICs

i) Independent applications

- Where a client appears at an inland CIC, unless he/she is fee-exempt (Appendix "A", Annex 1), the fee will be paid to the cashier when the decision is made to consider the request through a review of the IMM 5001, after appropriate pre-screening and counselling. During pre-screening, it should be made clear to the client that payment of a fee in no way guarantees favourable consideration of the application.
- In cases where Applications for Permanent Residence in Canada (IMM 5001) are supported by an Undertaking of Assistance (IMM 1344), one fee will be collected by the inland CIC.
- For statistical control purposes, an indication that the fee has been paid (or that the client is fee-exempt) will be made in the appropriate box on the IMM 1104. In case of refusal to pay the fee, processing will not be initiated. In all cases where a fee is paid, an IMM 1104 must be initiated.

ii) Family Class applicants

• In Canada

Where a sponsor who is not fee-exempt (Appendix "A", Annex 1) appears at an inland CIC, the fee will be paid to the cashier when the decision is taken to process the sponsorship, notwithstanding the fact that the sponsorship may be approved or refused. The IMM 1344 will be appropriately coded "fee paid". The mission abroad will code this information on the IMM 1343. In cases which are not sent abroad, the appropriate code to indicate fee paid/exempt will be entered on the IMM 1104.

• Missions abroad

When a mission abroad receives an approved Undertaking of Assistance (IMM 1344), it will request the sponsored client to submit a completed IMM 8. In such cases, a fee would **not** be collected abroad as it has already been paid in Canada.

A fee will not be collected twice for processing the same case. Therefore, if lengthy processing of an application results in the need for a renewed sponsorship, no fee will be charged when the second sponsorship pertaining to that same application is submitted. Using the same principle, assisted relative or family class applications which commenced prior to the institution of the Immigration Cost Recovery Program will not have a fee collected where a renewed undertaking of assistance is required unless circumstances have changed sufficiently to make it a new application. A guiding principle will be whether the new information results in a new case and processing must be recommenced.

Fees shall only be collected for persons intending to immigrate. It is essential to identify dependants who will not accompany the principal applicant. Processing fees are not applicable to those dependants not immigrating in Canada.

• Sponsored children

The basic rule of cost recovery is that all proposed immigrants are subject to payment of a processing fee as listed in Schedule 1 (Appendix "B"), unless there has been an exemption identified. Where children are concerned, the determining factors for applying the cost recovery fee will be dependency and age. Place of residence is not a factor in determining the processing fee. A dependant who is 19 years of age or over, will be charged \$450 while dependants under the age of 19 will benefit from a reduced processing fee of \$50. The fees are directly associated with the processing requirements dictated by the age of the dependant. It is not essential that the dependant child be considered "accompanying" his/her parent(s). The applicable fee will be the same whether the dependant is included with a parent, applicant or is sponsored (IMM 1344) at a later time by a parent.



SELECTION AND CONTROL

Example 1

A family of four – father, mother and two children, ages 8 and 10, apply for permanent residence.

Father (principal applicant)	\$450
Mother	450
2 children under 19 (\$50 x 2)	100
FEE	\$1,000

Example 2

A permanent resident sponsors his wife and three children, aged 14, 19 and 21 years old.

Principal applicant (wife)	\$450
1 child under 19 (14 years old)	50
2 children 19 years of age and over (19 and 21 years old)	900
FEE	\$1,400

Example 3

A permanent resident sponsors his 4 children living overseas. The children are 10, 15, 17 and 18 years of age. None have children of their own.

4 dependent applicants x \$50	\$200
FEE	\$200

All children are considered dependants. There no longer is a distinction made between accompanying dependants and those dependants applied for at a later date. The fee is collected when the permanent resident sponsor submits an IMM 1344 sponsorship.

Example 4

A permanent resident sponsors 6 children. The ages of the children are 15, 17, 21 and 23. The 23-year old child has two children of her own, whose ages are 5 and 3.

2 dependent children under 19 (ages 15 and 17)	\$100
2 dependent children over 19 (ages 21 and 23)	900
2 dependent children of 23-year-old under age 19 (ages 5 and 3)	100
FEE	\$1,100

The fees collected for sponsorship of children are determined by age and dependency.

- If a sponsorship is refused, keep a copy of the IMM 1344 for statistical purposes.

c) At missions abroad

- i) The fee will be paid to the cashier by the applicant when the decision is made to process the IMM 8 (Application for Permanent Residence) or by the guarantor in those cases where it is decided to accept an undertaking overseas. In the case of an independent applicant destined to Quebec, the mission will request payment of the fee at the time it first makes contact with the applicant, as soon as it has been notified of the pre-selection decision made by an officer of the MCCIQ. See Chapter IS 7 for further clarification regarding Province of Quebec cases. Stage "B" procedures will be initiated at the time payment is requested, even though actual payment may not be received immediately. In no case, however, will the federal interview take place before fees are collected. Further processing will not be initiated if the client cannot or will not pay.
- ii) Indication that payment has been made, or that the client is fee exempt (see Appendix "A", Annex 1) will be provided on the IMM 1343 (Immigrant Assessment Record) for statistical control purposes. In the case of applicants destined to Quebec, the T11 may be coded "FPS", as payment may not actually be received until the T12 stage.



SELECTION AND CONTROL

iii) Special procedures for CR/DC cases

- **Paper screening stage**

Posts processing large numbers of CR/DC cases often have arrangements whereby IMM 8's are distributed on their behalf by NGO's. Consequently a formal pre-screening cannot be conducted. In most cases, any IMM 8 received through an NGO channel is screened as CR/DC and the applicant is fee exempt.

In the limited number of cases where the

- IMM 8 has been received without pre-screening;
- the applicant has received consideration as CR/DC without any reasonable grounds to justify interview; or
- the applicant cannot qualify as an independent or assisted relative;

the code R05 will be entered in the Utilities box of the IMM 1343 T11. The Decision box will be coded "Failed" in box 36.

- **Interview stage**

When cases paper-screened as CR/DC are found at interview not to qualify and are subsequently processed as independants, the following steps will apply:

- cases characterized as CR/DC at T11, who are to be immediately refused as independants will not be subject to fee, and Utilities boxes of the IMM 1348 T12 should be coded R05. These cases would not have been processed if pre-screening (PAQ) had taken place. Because the refugee claim precluded such pre-screening, it consequently takes place after the CR/DC interview has been concluded.
- cases which are to be further processed as independants will be subject to fee, and the IMM 1343 T12 is to be coded "FPA".

d) In the Province of Quebec

Applicants who identify that they wish to settle in the Province of Quebec must receive approval from provincial authorities. The Joint Directive to the Canada/Quebec Accord deems that an application is received by Canada when it has been received by the provincial office.

e) Clients applying for landing who also wish to obtain an employment authorization shall be charged the required fee for each transaction. See IS 27.30 dealing with employment authorizations.

27.21 ORDER-IN-COUNCIL

1) Pre-Screening

Successful applicants under one of the A6(5) classes or individual cases approved under R2.1 no longer require an Order-in-Council in order to be landed; therefore, processing fees for Order-in-Council are not applicable to these persons. Landings approved under A38(1) require Governor in Council approval by way of an Order-in-Council ordinance, and process fees continue to be applicable.

2) Initiation of Formal Processing

The initiation of formal processing will be once the person has met the statutory requirement for an Order-in-Council to be requested (i.e., 5 years on a Minister's Permit). The request usually takes the form of a narrative report to NHQ recommending Governor in Council approval for landing. It must be remembered that the Order-in-Council process includes activities carried on beyond the local Canada Immigration Centre or mission abroad level.

3) Collection of Fee

- **\$250 per request**

- a) A fee shall be collected prior to the request for Governor in Council approval being submitted. The immigration officer shall issue a receipt and notate in the appropriate box of the Immigration Cost Recovery Control Form (IMM 5194) that the fee has been paid and receipt number.



SELECTION AND CONTROL

- b) The fee paid and receipt number, or exemption, will also be recorded in the Remarks box of the IMM 655 (or FOSS screen, if applicable).
- c) Exemptions from a fee for the processing of a request for exemption under subsection 114 (2) of the Act are identified in Appendix "A", Annex 2.

4) Temporary Inability to Pay

During pre-screening, if an applicant advises that he/she is unable or unwilling to pay the fee immediately, he/she should be counselled to return when he/she has the ability and willingness to do so. There is no authority to accept a request for approval by the Governor in Council unless the fee has been paid, or an exemption from the fee identified.

27.22 FAMILY BUSINESS (IN CANADA)

1) Intent of Family Business – Job Offers to Relatives (as per IS 1.18)

- a) The objective of this guideline is to expand the opportunities for family reunification. It provides an opportunity for a Canadian citizen or permanent resident to bring to Canada a member of his/her family when it can be demonstrated that it is more sensible to employ a family member rather than using normal recruiting practices to find an employee.
- b) The unique feature of family businesses is the trust that exists among family members which is not readily found among those not bound by family ties. Family members, in many cases, are more committed to the success of the business venture or undertaking. The standard employment validation procedures do not take into account this unique aspect of trust.
- c) All originating employment offers should be brought to and initiated at the CIC level. The CIC will be responsible for making the final determination as to whether the job offer does meet the criteria applicable to family businesses. In the determination process the CIC may, if necessary, request the opinion of the CEC on specific factors. An IMM 1344 Undertaking of Assistance in assisted relative cases is no longer required. The family business determination does not require this form.

2) Pre-Screening

Requests must be screened and clients given ample opportunity for counselling as to the criteria under which job offers will be assessed (as per IS 1.35). This is to avoid the collection of fees in cases where processing is manifestly not possible. At a minimum, pre-screening should include:

- a) the establishment of relationship, when possible, of the prospective immigrant to the proprietor or operator of the business in Canada to ascertain they fall within the family class/assisted relative class;
- b) a family class or assisted relative application is or has been received for processing;
- c) that the business is viable.

3) Initiation of Formal Processing

If pre-screening indicates that the client is willing and able to pay the fee and he/she requests a review of a job offer to his/her relative, the immigration counsellor shall complete and sign the Immigration Cost Recovery Control Form (IMM 5194, see Appendix "C") initiating the assessment. Upon completion of the form and collection of the processing fee, formal consideration of the request will be initiated.

4) Collection of Fee

• \$250 per request

- a) A fee shall be collected each time a formal request is received for consideration of a job offer to a relative in the family class or assisted relative categories.
- b) The Immigration officer shall issue a receipt and notate in the appropriate box of the Immigration Cost Recovery Control form (IMM 5194) that the fee has been paid and receipt number.
- c) No exemptions from the fee associated with a request for family business job offers have been identified. (Appendix "A", Annex 3)



SELECTION AND CONTROL

- d) In cases which result in the family business job offer being refused, the Immigration Cost Recovery Control Form (IMM 5194) must be retained for financial statistical purposes.

5) Temporary Inability to Pay

During pre-screening, if an individual advises that he/she is unable or unwilling to pay the fee immediately, he/she should be counselled to withdraw their request for consideration of a family business job offer, and return when he/she has the ability and willingness to do so. There is no authority to accept a request to consider a job offer to a relative under the Family Business Program unless the fee has been paid.

27.23 – 27.24 SPARES

27.25 VISITOR VISAS

1) Pre-Screening

Because of the high volume of visitor visa applications and the fact that the selection decision for visitor visa applicants follows shortly after receipt of the application, it is simply not feasible to give potential applicants ample opportunity for counselling before deciding whether to initiate a formal application and become subject to charge. As it would not be fair to collect fees in situations where it is evident from the face of the record that the application would be refused, or where the client is not in possession of all necessary documents, a fee shall be collected **only at the time the visitor visa is granted**.

2) Processing and Collection of Fee

- **\$50 Individual – single entry**
 - **\$75 Individual – multiple entry**
- a) Visitor visa applicants will be asked to complete an Application for Temporary Entry to Canada: Visitor Status (IMM 1296), and it is important at this stage that they be counselled with regard to the fee requirement. Visa officers should ensure that the traveller is informed of both the fee for a single entry visa and multiple entry visa. The requestor must identify which visa is required. If an applicant advises that he/she is unable to pay the fee immediately, he/she should be asked to return with the proper funds. If he/she is unable to do so, there is no authority to issue a visitor visa.
- b) If the applicant is able to comply with requirements for a visitor visa, the fee will be collected and the visitor visa will be issued. If the applicant is fee-exempt (See Appendix "A", Annex 4), the person processing the application will write or stamp on the IMM 1296 "FEE EXEMPT" with the reason for the exemption.
- c) A fee for a visitor visa will not be collected in cases where a client requires a student authorization or an employment authorization. The fee collected will be for the processing of the student or employment authorization.

3) Mail-In and Drop-Box Applications

It is recommended that posts that receive requests for mail-in and/or drop-box applications should advise applicants that they may submit their application with the required fee in the form of a redeemable non-cash negotiable (i.e., a negotiable that can be returned to the applicant in order that he/she may redeem it him/herself such as a bank draft or money order).

If an interview would be necessary to verify basic requirements, applicants would be advised accordingly. If the applicant does not meet the requirements, a visitor visa would not be issued and the fee in the form of a redeemable non-cash negotiable would be returned to the applicant.

27.26 VISITOR VISA – COLLECTIVE CERTIFICATE (IMM 1393)

1) Intent

Collective Certificates are issued on a discretionary basis. Where there are enforcement concerns the Collective Certificate will be set aside and individual visas will be issued to members of the group who meet immigration requirements. The groups involved would be those where the group organizer, e.g., tour leader or airline operator, are well known to the visa office, are reputable, and have been properly screened. Group visas will not be issued to groups of less than five members.



SELECTION AND CONTROL

2) Pre-Screening

Pre-screening should be aimed at determining if the group meets the requirements for a Collective Certificate. The following documentation must be provided by the group leader:

- a) Name of group and of group representative;
- b) List of group members, with the date of birth and passport number appearing beside each name;
- c) Valid passport/travel document for each member of the group;
- d) Full itinerary for group, including name of transportation company, flight numbers if applicable, and estimated time of arrival and departure;
- e) The group representative must complete a declaration stating that no member of the group has ever:
 - been treated for any serious physical or mental disorders or any communicable or chronic diseases;
 - been convicted of any crime in any country;
 - been refused a visa to travel to Canada or been refused admission to or ordered to leave Canada;
- f) Sufficient funds to pay the fee.

3) Processing and Collection of Fee

- **\$40 per person listed**
- a) If the group is able to comply with the requirements for a Collective Certificate, the fee will be collected and the Collective Certificate will be issued.
- b) The fee is payable at the time a Collective Certificate is issued to a group of five or more members with the same itinerary and who apply at the same time and place.
- c) Fee exemptions as listed in Appendix "A", Annex 4, apply to the Collective Certificate.

A visitor who has been allowed to come into Canada on the basis of a group visa has the same status as a person who was issued an individual visa. Such a person is expected to leave Canada within the authorized period of stay, but an extension of that period may be considered in the normal manner. However, the applicant will be subject to normal cost recovery fee for a visitor visa extension.

27.27 – 27.29 SPARES

27.30 EMPLOYMENT AUTHORIZATION (IMM 1102/IMM 1442)

1) Pre-Screening

Pre-screening should be aimed at verifying the following and at counselling clients as to their likelihood of complying with requirements should they decide to submit an application:

- a) valid passport/travel document, if required;
- b) current visitor documentation (IMM 1097, 1102 or 1208 or the generic FOSS document IMM 1442);
- c) documentation indicating that the client is eligible to apply for an IMM 1102 in Canada if applicable, e.g., a copy of his parent's Minister's Permit if he/she is applying pursuant to R19(4)(e);
- d) employment offer or approved EMP 5056;
- e) consent of the province, if required (CAQ required in certain cases if destined to Quebec);
- f) sufficient funds to pay the fee.

2) Initiation of Formal Processing

- a) If pre-screening indicates that the client is able to comply with basic requirements, or if the client insists on proceeding, he/she will be asked to complete an Application to Vary or Cancel Terms and Conditions of Admission (IMM 1249) or an Application for Temporary Entry to



SELECTION AND CONTROL

Canada: Employment Authorization (IMM 1295). Formal processing will then commence, based on information presented on the IMM 1249, if in Canada, or on the IMM 1295, if abroad. The fee will be collected at this point, unless the client is fee-exempt (see Appendix "A", Annex 5).

- b) If the client is fee-exempt, the person pre-screening the application will enter "FEE EXEMPT" with the reason for the exemption on the IMM 1249/IMM 1295, e.g., refugee claimant.

3) Collection of Fee

- **\$100 per individual or \$200 per group**

- a) Except for persons exempted from fee payment, fees shall be collected each time a request for an employment authorization is processed abroad or at a port of entry. A fee shall be collected when an employment authorization is renewed inland or issued as the result of a request to vary terms and conditions. Out-of-status clients will not be charged a fee until the CIC Manager decides to authorize a Minister's Permit (IMM 1263). Please refer to IS 27.45, Minister's Permit/Extension, for further information.

- b) i) A receipt will be given to the applicant who will then present it to the immigration/visa officer as proof of payment. The immigration/visa officer must ensure that payment has been made prior to rendering a decision. Indication that payment has been made or a fee exemption applied will be made by coding the appropriate box on the IMM 1102/IMM1442. In certain cases, indication of payment will be made on the IMM 1097/IMM1442 (Visitor Record).

- ii) Payment by employers

Under the Immigration Act Fees Regulations, the legal obligation for payment of immigration processing fees lies with the employee who is considered the recipient of our services. However, employers often agree to pay the immigration processing fees for their foreign employees by private arrangement. In such cases, employers can be counselled to send the appropriate fee to their employees in advance of application through a certified cheque issued to the Receiver General for Canada.

- c) At ports of entry

- i) Workers with IMM 1102 from missions abroad

In the case of workers appearing at a port of entry with a partially completed IMM 1102, officers will check that the IMM 1102 has been properly coded to indicate that the fee has been paid, or an exemption applied (Appendix "A", Annex 5). If coding is incomplete, an attempt will be made to verify information relating to fee payment or exemption by questioning the worker.

- ii) Workers with no IMM 1102

- When it is determined at an examination that a person seeking entry pursuant to R19(3) requires an employment authorization, the immigration officer shall ensure that the fee is collected from the client before issuing an IMM 1102/IMM1442, unless the client is fee-exempt (see Appendix "A", Annex 5).
- Since no formal written application is submitted at ports of entry, fees will be collected only once the decision is made to proceed with issuance of the IMM 1102/IMM1442 Employment Authorization. If a Minister's Permit is required along with the IMM 1102/IMM 1442, the Manager must authorize its issuance before the fee is paid. Please refer to IS 27.45, Minister's Permit/Extension, for further information.

- iii) Temporary inability or refusal to pay

- When a client is unable to pay the fee immediately, an examining officer will, where practicable and applicable:
 - counsel the individual to withdraw his/her application and return to the USA, or declare the applicant inadmissible and produce a report pursuant to A20; or



SELECTION AND CONTROL

- defer the application, pursuant to A12(3), by releasing the applicant, subject to “Terms and Conditions”, i.e., that he/she report at a later date for continuation of examination. If the examination is to be continued at another CIC, the port of entry will advise that office as soon as possible of the details. The examination can be concluded once the fee is paid.

- Where the client refuses to pay the required fee, he/she will be referred to a Senior immigration officer and normal enforcement action will apply.

iv) Entertainers

- R19(1)(d) exempts groups of 15 or more performing artists from requiring employment authorizations. As such, these groups are also exempted from any fee under this program for the processing of employment authorizations.

NOTE: There will be no fee for entertainers from such groups who seek entry individually and are included on a manifest form IMM 60 (no IMM 1102/IMM 1442 required.)

- Individual entertainers documented on an employment authorization will be charged \$100 regardless of the length of their stay.
- Groups of two or more, but less than fifteen entertainers, arriving together at the port of entry, will be charged a flat fee of \$200.
- **Example:** Group X has 10 entertainers:

2 singers arrive together at the airport	\$200
7 musicians arrive together at the border	200
1 singer arrives alone at the airport	100
10	\$500

If all ten members of this same group X were to arrive together either at the airport or at the border, they would be charged \$200 for the 10 employment authorizations issued.

Each IMM 1102/IMM 1442 issued must be coded to show fee paid or fee exempt, as applicable. Please refer to the Cost Recovery chapter of the IH manual for appropriate coding.

v) Spontaneous applications for permanent residence

Spontaneous applicants for permanent residence arriving at the port of entry will be assessed the fee for any employment authorization. Refer to IS 27.20 for instructions regarding fees for applications for permanent residence. The IMM 1102/IMM 1442 must be coded to indicate that the fee has been paid or an exemption applied (Appendix “A”, Annex 5).

vi) Discretionary entry

For cases involving 19(3) admissions, refer to IS 27.50, Discretionary Entry.

vii) Minister's Permit

For cases involving issuance of Minister's Permit, please refer to IS 27.45, Minister's Permit/Extension.

d) At inland CICs

i) Point at which payment is to be collected

- The fee will be paid when the decision is made to process the IMM 1249 (Application to Vary or Cancel Terms and Conditions of Admission). Processing will not be initiated if the client cannot or will not pay the fee.
- If an Employment Authorization is issued, it will be coded to indicate fee paid or fee exempt (Appendix “A”, Annex 5) by the immigration officer.

ii) Temporary inability to pay

During the pre-screening stage, if an applicant advises he/she is unable to pay the fee immediately, he/she should be counselled to return within the validity of his/her status with the proper funds. If he/she is unable to do so, there is no authority to extend an IMM 1102/IMM 1442 (Employment Authorization).



SELECTION AND CONTROL

iii) Minister's Permit cases with employment authorization

Refer to IS 27.45, Minister's Permit/Extension.

iv) Refusals

In Canada

In refusal cases, where a fee has been collected, an IMM 1249 must be retained for statistical purposes. Financial statistics pertaining to these payments will have to be kept manually, as they will not be coded on any computerized document. Fees paid for refused applications will not be refunded.

At missions abroad

In refusal cases, where a fee has been collected, the IMM 1295, Application for Temporary Entry to Canada (Employment Authorization) form, must be retained for statistical purposes. Financial statistics pertaining to these payments will have to be kept manually, as they will not be coded on a computerized document. Fees paid for refused applications will not be refunded.

v) Applicants for landing

As described in IS 27.20, applicants for landing are charged for their initial application for permanent residence plus any employment authorization for which they or their accompanying family members apply. The IMM 1102/1442 must be coded to indicate fee payment or exemption (Appendix "A", Annex 5).

vi) Employment for students

- Appendix "A", Annex 5 to IS 27 lists various employment authorization fee exemptions which can be applied to students.
- Exemption (9) shown in Appendix "A", Annex 5, relating to employment authorizations issued under R20(5)(d) – D35, pertains to employment which forms an essential part of a course of study. For purposes of applying this exemption, the immigration officer must ensure that the employment is listed as a requirement in the syllabus and that Canadian students taking the same course are also required to be employed in order to obtain course credits. In other words, in order for the employment to be considered an integral part of the course of study, the course could not be passed without taking the employment in question.
- Students who are employed for economic reasons only should be charged if their case circumstances do not meet the criteria for exemption.

27.31 – 27.34 SPARES

27.35 STUDENT AUTHORIZATION (IMM 1208/IMM 1442)

1) Pre-Screening

Pre-screening should be aimed at verifying the following and at counselling clients as to the likelihood of complying with requirements should they decide to submit an application:

- a) valid passport/travel document, if required;
- b) letter of acceptance from approved institution (CAQ required for students destined to Quebec issued by MIQ);
- c) documentary evidence of reliable source of funds adequate for duration of course;
- d) sufficient funds to pay the fee;
- e) current valid student documentation, if in Canada.

2) Initiation of Formal Processing

- a) If pre-screening indicates that a client is able to comply with the basic requirements, or if the client insists on proceeding, he/she will be asked to complete an Application to Vary Terms and Conditions of Admission (IMM 1249), or an Application for Temporary Entry to Canada: Student



SELECTION AND CONTROL

Authorization (IMM 1294). Formal processing will then commence, based on the information presented on the IMM 1249, if in Canada, or on the IMM 1294, if abroad. The fee will be collected at this point unless the client is fee-exempt (see Appendix "A", Annex 6).

- b) If the client is fee-exempt, the person pre-screening the application will write or stamp on the IMM 1249/IMM 1294 "FEE EXEMPT" with the reason for the exemption, e.g., refugee claimant.

3) Collection of Fee

- **\$100 per individual**

- a) Except for persons exempted from fee payment, fees shall be collected each time a request for a student authorization is processed abroad, port of entry or inland.
- b) Out-of-status clients will not be charged a fee until the CIC Manager decides to authorize a Minister's Permit (IMM 1263), and in those cases the student shall be required to pay the applicable fee for the processing of a Minister's Permit. Refer to IS 27.45, Minister's Permits/Extensions.
- c) A receipt will be given to the applicant who will then present it to the immigration/visa officer as proof of payment. The immigration/visa officer must ensure that payment has been made prior to rendering a decision. Indication that payment has been made or a fee exemption applied will be made by coding the appropriate box on the IMM 1208/IMM 1442.
- d) At ports of entry

- i) Student with IMM 1208 from mission abroad

In the case of students appearing at a port of entry with a partially completed IMM 1208, officers will check that the IMM 1208 has been properly coded to indicate that the fee has been paid or an exemption applied (Appendix "A", Annex 6). If coding is incomplete, an attempt will be made to verify information relating to fee payment or exemption by questioning the student.

- ii) Student with no IMM 1208

When it is determined at an examination that a person seeking entry pursuant to R15(2) or (3) and requires a student authorization, the immigration officer shall ensure that the fee is collected from the client before issuing an IMM 1208/IMM1442, unless the client is fee exempt (see Appendix "A", Annex 6).

Since no formal written application is submitted at ports of entry, fees will be collected only once the decision is made to proceed with the issuance of the IMM 1208/IMM1442.

- iii) Temporary inability or refusal to pay

- When a client is unable to pay the fee immediately, an examining officer will, where practicable and applicable:
 - counsel the individual to withdraw his/her application and return to the USA, if applicable, or declare the applicant inadmissible and produce a report pursuant to A20; or
 - defer the application, pursuant to A12(3), by releasing the applicant, subject to "Terms and Conditions", i.e., that he/she report at a later date for continuation of examination. If the examination is to be continued at another CIC, the port of entry will advise that office as soon as possible of the details. The examination can be concluded once the fee is paid.
 - Where the client refuses to pay the required fee, he/she will be referred to a Senior immigration examining officer and normal enforcement action will apply.

- e) At inland CICs

- i) Point at which payment is to be collected

- The fee will be paid when the decision is made to process the IMM 1249 (Application to Vary or Cancel Terms and Conditions of Admission). Processing will not be initiated if the client cannot or will not pay the fee.



SELECTION AND CONTROL

- If an IMM 1208/IMM 1442 is issued, it will be coded to indicate fee paid or fee exempt (Appendix "A", Annex 6) by the immigration officer.

ii) Temporary inability to pay

During the pre-screening stage, if an applicant advises he/she is unable to pay the fee immediately, he/she should be counselled to return within the validity of his/her status with the proper funds. If he/she is unable to do so, there is no authority to extend a student authorization.

iii) Minister's Permit cases (IMM 1208/IMM 1442)

Refer to IS 27.45, Minister's Permit/Extensions.

iv) Refusals

In Canada

In refusal cases, where a fee has been collected, an IMM 1249 must be retained for statistical purposes. Financial statistics pertaining to these payments will have to be kept manually, as they will not be coded on any computerized document. Fees paid for refused applications will not be refunded.

Missions abroad

In refusal cases, where a fee has been collected, an IMM 1294, Application for Temporary Entry to Canada (Student Authorization), must be retained for statistical purposes. Financial statistics pertaining to these payments will have to be kept manually, as they will not be coded on any computerized document. Fees paid for refused applications will not be refunded.

v) Applicants for landing

Applicants for landing and dependants are charged for their initial application for permanent residence and are exempted from a student authorization processing fee (Appendix "A", Annex 6). The IMM 1208/IMM 1442 must be coded to indicate fee exemption.

- f) In the case of certain sponsored students, where it is more practical for an organization to pay the required fee, the payment of the fee will be made in accordance with the established agreement between EIC/EAITC, and the third party involved.

27.36 – 27.39 SPARES

27.40 EXTENSION OF VISITOR STATUS

1) Pre-Screening

Pre-screening requests for extension of visitor status should be aimed at verifying the following:

- a) passport/travel document, if required;
- b) valid visitor status;
- c) sufficient funds.

2) Initiation of Formal Processing

- a) If pre-screening indicates that the client is able to comply with basic requirements, or if the client insists on proceeding, he/she will be asked to complete an Application to Vary Terms and Conditions of Admission (IMM 1249). Formal processing will then commence, based on information presented on the IMM 1249. The fee will be collected at this point, unless a fee exemption applies (Appendix "A", Annex 7).
- b) If the client is fee-exempt, the person pre-screening the application will write or stamp "FEE EXEMPT" on the IMM 1249, with the reason for the exemption, e.g., 90 days.



SELECTION AND CONTROL

3) Collection of Fee

- **\$60 per individual**

- a) A fee shall be collected each time a request for extension is processed, except in exempted cases (Appendix "A", Annex 7). A receipt will be given to the applicant, who will then present it to the immigration officer as proof of payment. Indication that payment has been made or an exemption applied will be made in the appropriate box on the IMM 1097/IMM1442. In cases involving Minister's Permit, please refer to IS 27.45, Minister's Permit/Extension.
- b) Fees shall be collected subject to the usual exemptions where:
 - i) a student's request for extension is refused, but he/she is granted visitor status instead and is documented on an IMM 1097/IMM1442 (the fee for the initial request will be applied to the visitor status IMM 1097/IMM1442; it must be remembered that "student" status is a form of visitor status);
 - ii) a decision is made to issue a Minister's Permit to a visitor who has fallen out of status (indicate fee received or exemption by coding appropriate box on the IMM 1263. (See IS 27.45, Minister's Permit/Extension);
 - iii) a Minister's Permit is extended (code fee received or exemption on IMM 1264. See IS 27.45, Minister's Permit/Extension);
- c) Fees for visitor extension requests shall not be collected where:
 - i) a visitor's application for permanent residence has received approval in principle and his status is extended to allow him to remain lawfully in Canada while awaiting disposition of the application for landing. (Extensions will also be given without fee to persons in Canada waiting to qualify to request for landing under A38(2));
 - ii) a fee is paid for an employment authorization application made at the same time as the request for extension of visitor status.
- d) When members of a family apply together or an individual applies for renewal of a variety of visitor documents (Visitor Extension, Student Authorization and Minister's Permit/Extension), the maximum rate of \$300 for a combination of documents will apply, unless it is beneficial to the family or the individual to collect the individual cost of all documents.

27.41 – 27.44 SPARES

27.45 MINISTER'S PERMIT/EXTENSION (IMM 1263/IMM 1264)

1) Pre-Screening

- a) Missions abroad

When it has been determined that there is a requirement that an applicant for admission to Canada requires the issuance of a Minister's Permit to overcome an inadmissibility, the visa officer will establish if the applicant meets the basic criteria for issuance of the permit. It will be necessary to review each case carefully and the pre-screening criteria will vary dependent on the grounds of inadmissibility. Once it is determined that the applicant meets the criteria for favourable discretion to be exercised, the visa officer will commence formal processing and collect the necessary fee.

- b) Inland (Canada)

Minister's Permit applicants in Canada are the result of an individual being the subject of the A27 report because of a reported violation of the Immigration Act. General counselling is required to explain to the applicant the ramifications of the inadmissibility and the options available to the individual. It will be necessary to review each case on its own merit. Upon determination that the client would meet the criteria for a successful request for Minister's Permit, the immigration officer will commence formal processing and collect the fee.



able to the individual. It will be necessary to review each case on its own merit. Upon determination that the client would meet the criteria for a successful request for Minister's Permit, the immigration officer will commence formal processing and collect the fee.

c) Port of entry (Canada)

When an individual seeking admission to Canada has been identified as inadmissible, the immigration officer prepares a report under section A20 (Immigration Act). This report is reviewed by a Senior immigration examining officer (SIO/SEIO). The client must be given ample counseling respecting the inadmissibility and the options available to him/her. Upon determination by the SIO/SIEO that the client meets the criteria for issuance of a Minister's Permit, the SIO/SIEO will commence formal processing and collect the applicable fee.

2) Initiation of Formal Processing

If pre-screening indicates that the client is willing and able to pay the fee and he/she has requested the issuance of the Minister's Permit as a means to overcome an inadmissibility under the Immigration Act, the formal processing of his/her request will commence.

3) Collection of Fee

- **\$150 per individual/\$300 per group**

- i) A fee shall be collected each time a request for the processing of a Minister's Permit has been received, unless an exemption has been identified. The immigration/visa officer shall issue a receipt and notate in the appropriate box of the Minister's Permit/Extension (IMM 1263/IMM1264) that the fee has been paid and the receipt number, or that an exemption has been allowed.
 - ii) Where a visitor has been reported by an immigration officer and it has been determined that he/she would meet the criteria for issuance of a Minister's Permit, the fee for processing the Minister's Permit only shall be charged.
 - iii) In the case of students who have been identified and reported under A27(2) of the Act, and who request consideration of a Minister's Permit, the collection of a cost recovery fee will apply only to the Minister's Permit processing fee.
- b) Exemptions from a fee for the processing of a Minister's Permit/Extension are identified in Appendix "A", Annex 8.

4) Minister's Permit Cases with Employment Authorization

- a) A person in violation of the Act will be referred to an immigration officer for interview before being charged a processing fee. The officer will recommend to the Manager (or headquarters, depending on the type of violation) whether or not a Minister's Permit and an employment authorization should be issued.
- b) If the decision of the Manager (or headquarters) is positive, unless the case is fee-exempt (Appendix "A", Annex 8), the required fees shall be collected by the cashier and a receipt given to the client prior to the issuance of the permit and employment authorization. Two processing fees are collected and each document coded to reflect fee payment. In cases where the client is fee exempt, the appropriate exemption code shall be reflected on both documents. Please see Cost Recovery Chapter of IH manual.

5) Minister's Permit Cases with Student Authorizations

- a) Persons in violation of the Act will be referred to an immigration officer for interview before being charged a processing fee. The officer will recommend to the Manager whether or not a Minister's Permit should be authorized in lieu of the student authorization.
- b) If the decision of the Manager is positive, unless the case is fee-exempt (Appendix "A", Annex 8), the fee for processing the Minister's Permit shall be collected by the cashier and a receipt given to the client prior to the issuance of the permit. The IMM 1263/IMM1264 will be coded to indicate a fee payment or exemption. Please see the Cost Recovery Chapter in the IH manual for appropriate exemption coding.



SELECTION AND CONTROL

- c) If the Manager's decision is negative, the client will not be required to pay the student authorization fee.

6) Temporary Inability to Pay

a) Missions abroad

During pre-screening, if an applicant advises that he/she is unable or unwilling to pay the fee immediately, he/she should be counselled to withdraw his/her request for consideration of a Minister's Permit issuance and return when he/she has the ability and willingness to do so. There is no authority to accept a request for consideration for a Minister's Permit unless the fee has been paid.

b) In Canada

During pre-screening, if an applicant advises that he/she is unable or unwilling to pay the fee immediately, he/she should be advised that enforcement action shall be continued.

c) Port of entry

During pre-screening, if an applicant advises that he/she is unable or unwilling to pay the fee immediately, he/she should be counselled to withdraw his/her request for consideration of a Minister's Permit issuance and return when he/she has the ability and willingness to do so. If the client does not comply with that counselling, the immigration officer shall continue enforcement action.

27.46 – 27.49 SPARES

27.50 DISCRETIONARY ENTRY (PORT OF ENTRY, CANADA)

1) Intent of Discretionary Entry (as per IE 2.36)

- a) A19(3) confers discretionary authority on a senior immigration officer (SIO/SIEO) to grant entry for a maximum period of 30 days, where the grounds in inadmissibility are relatively minor and where denial of admission would be unduly harsh.
- b) The use of discretionary entry under A19(3) should only occur after the SIO/SIEO has reviewed a report pursuant to A20(1) and considers that person falls within A19(2). Normally, the SIO/SIEO should use this authority only where he/she feels an inquiry would serve no useful purpose and compassionate or other pressing considerations warrant entry.

2) Pre-Screening

- a) Requests must be screened by the examining officer when an inadmissibility of a person seeking admission is identified. The EO must ensure that the individual falls within the criteria for consideration of discretionary entry.
- b) The client must be given ample opportunity for counselling, both in respect to the reason(s) for the inadmissibility and the processing fee. Cases may arise where processing or consideration of entry is not possible. In these instances it is very important to explain to the client that review by a Senior immigration examining officer would not result in admission to Canada being granted and that the fee would not be refunded if the request is not successful.
- c) Upon completion of a Report under Subsection 20(1) of the Immigration Act (IMM 1093), the examining officer shall counsel the client outlining available options as a result of the inadmissibility identified during examination. If the client is within the scope of a successful admission under 19(3) of the Act, or if the client insisted upon discretionary entry consideration, the examining officer will complete the Immigration Cost Recovery Control Form (IMM 5194) requesting this service. This is to provide an audit trail of cost recovery fees collected in discretionary entry cases.
- d) The pre-screening conducted should identify a desire for the service of discretionary entry as well as the ability to pay the processing fee.



SELECTION AND CONTROL

3) Initiation of Formal Processing

If pre-screening indicates that the client is willing and able to pay the fee and he/she requests a review and discretionary entry consideration by a SIO/SIEO, the examining officer, after appropriate counselling, shall complete and sign the Immigration Cost Recovery Control Form (IMM 5194, see Appendix "C") initiating the review. Upon completion of the form and collection of the processing fee, formal processing of the request will be initiated.

4) Collection of Fee

- **\$100 per Individual/\$200 per group**
- a) A fee shall be collected each time a written request for processing a request for consideration of discretionary entry A19(3) is initiated, unless the client falls within the exemption category. The immigration officer shall issue a receipt and notate in the appropriate box of the Immigration Cost Recovery Control Form (IMM 5194) that the fee has been paid and receipt number.
- b) The fee paid and receipt number, or exemption, will also be recorded in the appropriate block of the IMM 1097, Visitor Record, should the request for entry be granted.
- c) In cases which result in a refused entry, the Immigration Cost Recovery Control Form (IMM 5194) must be retained for financial statistical purposes.
- d) Two exemptions (Appendix "A", Annex 9) from a processing fee have been identified.
 - i) The first exemption is a case which meets the following criteria:
 - The client is inadmissible because of lack of a required visitor visa.
 - The client would have been exempt from a processing fee for a visitor visa had he/she obtained one prior to his/her arrival at the port of entry. Visitor visa exemptions are identified in Appendix "A", Annex 4.
 - ii) The second identified exemption is discretionary entry cases where entry pursuant to 19(3) of the Immigration Act is issued by an Adjudicator.

5) Discretionary Entry in Cases Involving Employment

When discretionary entry pursuant to A19(3) is authorized by a SIO/SEIO to overcome the lack of an employment authorization, a fee will be charged before the Visitor Extension (IMM 1097/IMM 1442) is issued. The IMM 1097/IMM 1442 must be coded to show that the fee has been paid or an exemption applied. Please refer to Cost Recovery chapter in IH manual for appropriate coding.

6) Temporary Inability to Pay

During pre-screening, if an individual advises that he/she is unable or unwilling to pay the fee immediately, he/she should be counselled to withdraw their request for admission and return when he/she has the ability and willingness to do so. There is no authority to accept a request for consideration for discretionary entry unless the fee has been paid.

27.51 – 27.54 SPARES

27.55 RETURNING RESIDENT PERMIT (IMM 1228)

1) Pre-Screening

- a) Requests must be screened and clients given ample opportunity for counselling in order to avoid collecting fees in cases where processing is not possible.
- b) Pre-screening should be aimed at verifying that the client is able to complete and submit the application along with proof of landed status in Canada, two photographs and sufficient funds to pay the fee.

2) Initiation of Formal Processing

If pre-screening indicates that the client is able to comply with basic requirements, or if the client insists on proceeding, he/she will be asked to complete an IMM 1227, Application for Returning Resident Permit. Formal processing will then commence based on the information presented on the IMM 1227. The fee will be collected at this point. As per Appendix "A", Annex 10, no exemptions have been identified.



SELECTION AND CONTROL

3) Collection of Fee

- **\$75 per Individual**

- Fees shall be collected each time a request for a Returning Resident Permit is processed abroad or inland.
- Until such time that the IMM 1227 form can be revised, the person conducting the pre-screening shall notate or stamp the IMM 1227, Application for a Returning Resident Permit, in block 10 that the appropriate fee has been paid. The receipt number will also be notated. No exemptions have been identified as per Appendix "A", Annex 10.
- Should a permanent resident be outside Canada beyond the date to which his returning resident permit is valid, he/she may make an application in the prescribed manner for a renewal/extension. As this process requires a new application, although the original returning resident permit may be appropriately notated in the spaces provided for an extension, a fee will be collected upon completion of the IMM 1227.
- A receipt will be given to the applicant who will then present it to the immigration/visa officer as proof of payment. The immigration/visa officer must ensure that payment has been made prior to rendering a decision. Indication that payment has been made will be made by coding the appropriate box on the IMM 1228 Returning Resident Permit.
- In refusal cases, where a fee has been collected, the fee paid and receipt number must be notated on the IMM 1227, Application for a Returning Resident Permit. This form must be retained for statistical purposes. Fees paid for refused applications will not be refunded.
- When a client is unable to pay the fee immediately, the officer conducting the pre-screening will counsel the individual to withdraw his application and return when he/she is in a position to pay the fee. The application will not be processed until the fee is paid.

27.56 – 27.59 SPARES

27.60 CRIMINAL REHABILITATION (IMM 1444)

1) Pre-Screening

- The applicant should be advised of the information and documentary evidence required for submissions of rehabilitation. The required information will depend on the nature and severity of the crime committed, as well as the time which has elapsed since the offence was committed.
- Pre-screening should be aimed at determining:
 - that the client has met the statutory time requirement for approval of rehabilitation;
 - client is in possession of documentation which would support a request that rehabilitation has taken place;
 - client is in possession of completed IMM 8 or IMM 5001, as applicable;
 - client is in possession of court record or certificate of conviction, certificate of good conduct or "no record", and other acceptable documents.

2) Initiation of Formal Processing

- In Canada

If pre-screening indicates that the client is able to comply with the information required to submit a request for criminal rehabilitation, or if the client insists on proceeding, the immigration officer will complete the Immigration Cost Recovery Control form (IMM 5194) initiating this processing.

- Missions abroad

At missions abroad, in most cases a file will have already been opened and, if pre-screening warrants, the visa officer will continue processing. If a file has not been opened, the client should be requested to complete an IMM 1296, Application for Temporary Entry to Canada (Visitor Status), and begin processing.



SELECTION AND CONTROL

3) Collection of Fee

- **\$350 per request**

a) Fees shall be collected each time a written request for criminal rehabilitation is initiated.

b) i) In Canada

The immigration officer shall issue a receipt and notate in the appropriate box of the Immigration Cost Recovery Control form (IMM 5194) that the fee has been paid and receipt number.

ii) Missions Abroad

At missions abroad, the visa officer will issue a receipt and validate the existing application form (IMM 8, IMM 1294, IMM 1295, or IMM 1296). Note: In such cases, the application form may be validated twice, once for the original application fee and once again for the criminal rehabilitation fee.

c) The fee paid and receipt number will also be recorded in the "Recommendation and Reasons" section, or in the Cost Recovery coding box, when amended, of the IMM 1444, Submission for Approval of Rehabilitation form.

d) No exemptions from the fee associated with a request for criminal rehabilitation have been identified. (Appendix "A", Annex 10).

4) Temporary Inability to Pay

During pre-screening, if an applicant advises that he/she is unable or unwilling to pay the fee immediately, he/she should be counselled to return when he/she has the ability and willingness to do so. There is no authority to accept a request for a submission for rehabilitation unless the fee has been paid.

27.61 – 27.64 SPARES

27.65 MINISTER'S CONSENT/DEPORTATION (IMM 1202/IMM 1203)

1) Pre-Screening

Pre-screening requests by previously deported or excluded persons for admission to Canada should be aimed to ensure that the grounds for the original deportation order or exclusion order no longer exist or have been overcome. Clients must be given sufficient counselling in order to ensure that fees are not collected for requests which simply do not meet the basic criteria for consent to be granted. Also, C-86 legislation introduced a fee which applies only to persons who were initially issued a departure order and who failed to leave Canada and thus had to be deported. This Repayment of Deportation Expenses fee must be paid prior to the Minister's consent to return being granted; therefore persons requesting consent must be informed whether this new fee is applicable to them.

2) Initiation of Formal Processing

a) If pre-screening has determined that the client is able to meet the basic requirements of requesting Minister's consent (i.e., grounds for original deportation/exclusion order have been overcome or no longer exist), formal processing will commence upon completion and submission of a request in writing to an immigration/visa officer. This request will normally be done by letter.

b) In Canada

The immigration officer should complete the Immigration Cost Recovery Control Form (IMM 5194) in order to document the fee paid.

c) Missions abroad

At missions abroad, in most cases, a file will have already been opened and, if pre-screening warrants, the visa officer will continue processing. If a file has not been opened, the client should be requested to complete an IMM 1296, Application for Temporary Entry to Canada (Visitor Status), and begin processing.



SELECTION AND CONTROL

3) Collection of Fee

- **\$350 per request**

- a) In Canada

Upon receiving the request for Minister's Consent in writing, the immigration officer shall issue a receipt and notate the letter/form that the appropriate fee has been paid. The receipt number will also be recorded.

- b) Missions abroad

At missions abroad, upon receiving the request for Minister's Consent in writing, the visa officer will issue a receipt and validate the existing form (IMM 8, IMM 1294, IMM 1295, or IMM 1296). Note: In such cases, the application form may be validated twice, once for the original application fee and once again for the Minister's Consent fee.

- c) Formal consideration and processing of the request will commence once the fee has been collected.

- d) No exemptions from the fee associated with a request for consent have been identified. (Appendix "A", Annex 12).

- e) In cases where the denial of Minister's Consent (IMM 1202) is issued after formal consideration/processing, no refund of the fee will be granted.

- f) Indication that payment has been made will be made by appropriately coding the IMM 1202, Denial of Minister's Consent Pursuant to Section 55 of the Immigration Act, or IMM 1203, Minister's Consent Pursuant to Section 55 of the Immigration Act. Until the IMM 1202/IMM1203 are amended to provide a specific box for Cost Recovery coding, information with regard to fee payment and receipt number must be stamped or notated at the bottom of the form (i.e., fee paid abroad, in Canada, etc.).

4) Temporary Inability or Refusal to Pay

Where a client cannot pay the fee due to a temporary lack of funds, or will not pay the fee, the client will be counselled to withdraw his application for Minister's Consent until such time that he/she is able to submit the processing fee with the request. The request will not be considered until the fee has been paid.

27.66 – 27.69 SPARES

27.70 CERTIFICATION OF LANDING

1) Pre-Screening

Officers must be guided by the procedures contained in IE 4.46.

Officers must also be guided by the Privacy Act and Access to Information legislation which gives the right of access to any personal information about themselves contained in a personal information bank to Canadian citizens or permanent residents within the meaning of the Immigration Act. Therefore, if an individual simply is requesting a photocopy of his/her landing record, there would be no processing fee. Processing fees would be applicable when a "certified true copy" of a landing document is requested.

2) Collection of Fee

- **\$25 per individual**

- a) In cases initiated at CICs

Offices are requested to limit the direct distribution to clients of form IMM 5009 (see Appendix "D"), used for verification of landing record, to ensure that they are not mailed directly to the QRC by the client. The applicant is to be asked to come to the office, where the application will be completed and the fee collected, if applicable. The client must present adequate personal identification and complete an IMM 5009.



SELECTION AND CONTROL

- i) If the case is fee-exempt (see Appendix "A", Annex 13 and IE 4.46), the pre-screener checks the "Exempt" box and writes the reason for exemption (e.g., "Adjust. Assist." or "Govt. Agency Request") in the "Reason" line of the IMM 5009. The client is then referred to an officer for processing of the request.
 - ii) If a fee is required, the client is referred to the cashier, who will issue him/her a receipt; this receipt is then presented to the officer, who will process the request. The "FEE PAID" box on the IMM 5009 should be checked, and the "Receipt No." line should include both the amount paid and the receipt number.
 - iii) When making telephone or telex requests to QRC, CICs must advise QRC of the amount of fee paid or the reason for exemption.
- b) In cases initiated at a mission abroad
- i) The procedures outlined in a) above for CICs apply also to missions abroad. Specifically, missions must collect the prescribed fee when originating a request for certification of landing, regardless of the format of the document issued. For example, a letter on embassy stationery confirming the client's name and certifying the place and date of landing requires a fee even if the mission never obtains a formal extract of the landing records from the Query Response Centre (QRC).
 - ii) Missions receiving formal extracts directly from the QRC are required to collect the fee before releasing the certified document and after verification of the applicant's identity.
- c) In cases initiated by direct requests to QRC at National Headquarters (IE 4.46)
- While clients are to be discouraged from making application directly to NHQ QRC, it is probable that occasional requests will continue to be received. In such cases, the certified form IMM 1000 will be mailed to the CIC for release after the client has been identified and, unless the case is fee-exempt (see Appendix "A", Annex 13), the fee paid. When appointments are made for these clients, the fee requirement should be explained.

3) Exemption for Requests by Government Agencies

- a) The exemption described in paragraph 10(1)(a) of the Fees Regulations applies to cases where a government department (EIC, External Affairs, National Health & Welfare (ISP1705 – see Appendix "F"), Secretary of State, etc.) wishes to authenticate a landing record for internal administrative or control purposes. For example, there may be doubt concerning the authenticity of a copy of a landing record presented by an applicant for citizenship or pension benefits and the responsible department may wish to check with our services before proceeding with the application. In such cases, where the request for certification is not a result of a client's having lost or destroyed his landing record but rather of the administrative needs of a government department, there will be an exemption under Fees Regulations 10(1)(a) from the processing fee.
- b) Government departments involved have been asked to communicate all requests initiated for their own purposes directly to the appropriate CIC or the QRC in writing. In these cases only, clients should not be asked to communicate in person with CICs. (In normal cases of loss or destruction of record, however, departments have been asked not to make requests on behalf of a client – the client should come directly to us and be charged.)

27.71 – 27.74 SPARES

27.75 REPLACEMENT OF IMMIGRATION DOCUMENT

1) Pre-Screening

Officers receiving requests for certified copies of an immigration document, because the client has lost or misplaced it and requires proof of valid status in Canada, should ensure that:

- a) the identity of the client has been established;
- b) FOSS has been checked to ensure the client has valid visitor status;
- c) client has sufficient funds to pay the processing fee.



SELECTION AND CONTROL

2) Initiation of Formal Processing

If pre-screening has determined that a request for a certified copy of a client's visitor document is credible, the client will be asked to complete an IMM 5009, Verification of Admission form. Offices are requested to limit the direct distribution to clients of the form IMM 5009 to ensure that clients do not mail the request directly to QRC/NHQ. The client is to be asked to come to the office where the application will be completed and the fee collected. The client must present adequate personal identification. This form will initiate a request for a "certified true copy" of the requested form. Upon presentation of the completed IMM 5009, and payment of the fee, formal consideration of the request may commence.

3) Collection of Fee

- **\$25 per individual**

- a) Fees shall be collected each time a request for a replacement of an immigration document is processed. The immigration officer shall issue a receipt and notate in the appropriate box of the IMM 5009 that the fee has been paid and receipt number. The applicable documents are listed on IMM 5009 (Appendix "D").
- b) No exemptions from the fee associated with a request for a replacement document have been identified (Appendix "A", Annex 14).
- c) When making telephone or telex requests to QRC/NHQ, CICs must advise QRC of the amount of fee paid. No exemptions are identified.
- d) Once the processing has been initiated, after payment of the fee, QRC/NHQ will mail directly to the client, a "certified true copy" of the requested document.

4) Cases Initiated by Direct Requests to QRC at NHQ

While clients are to be discouraged from making application directly to NHQ/QRC, it is probable that occasional requests will be received by that office. In such cases, the "certified copy" of the document requested will be mailed to the CIC serving the area of client's residence. The CIC will be responsible for contacting the client and advising him/her of the requested document replacement. The document will be released to the client after the client has been identified and the fee paid. When appointments are made for these clients, the fee requirement should be explained.

5) Cases Where FDE Is Used (IMM 1442)

Officers who utilize Full Document Entry (FOSS) for replacement of documents should be guided by the following procedure.

There is no need to forward the request to QRC at NHQ. Document replacement may be completed by issuing another IMM 1442 document with client information, validity date, etc... the same as the original document.

Fee paid, receipt number, and amount is to be recorded in the Cost Recovery box of the IMM 5009. Under "Reason", in this section, the officer should indicate the type and serial number of the IMM 1442 document which is being replaced. The IMM 5009, Verification of Admission, must be retained for audit purposes.

27.76 – 27.79 SPARES

27.80 TRANSCRIPT OF IMMIGRATION INQUIRY/HEARING

- a) The Adjudication Division of the Immigration Refugee Board is responsible for the recording of immigration inquiries and hearings and has exclusive control over the transcription of these proceedings. Therefore, responsibility for determining whether a request for a transcript will be granted rests with Adjudication officials.
- b) Queries or requests for transcripts should be directed to the responsible Adjudication Division in your area.
- c) No external exemptions from the fee for requesting a transcript have been identified, as per Appendix "A", Annex 15. No fees will be collected from CEIC internal requests.



27.81 – 27.84 SPARES

27.85 CALLOUT/OVERTIME (IN CANADA)

The introduction of a Cost Recovery processing fee for callout/overtime services at ports of entry should not alter the way after-hour immigration secondary examinations are conducted at any port of entry. Ports should continue to operate in their normal manner, and callout fees collected as outlined in these guidelines.

1) Pre-Screening

- a) Collection of a processing fee shall be applied at ports of entry where Immigration presence is not available on a 24-hour basis. The fee will be applied to persons seeking entry when travelling by private vehicle and to transportation companies when public transportation is used by persons seeking entry into Canada.
 - i) Persons seeking entry will be subject to the callout/overtime processing fee when the service is **requested by the client** as opposed to the inspection services (i.e., Customs);
 - ii) Persons seeking entry either by private means or transportation companies carrying persons identified as requiring immigration secondary examinations will be subject to the callout processing fee if the following two conditions are present:
 - the arrival at the port of entry by the individual or transportation vehicle must be an **unscheduled** arrival; and
 - **overtime** must be incurred by the Immigration examining officer.
- b) Several ports of entry offer immigration services with a presence 16 hours per day, 7 days per week. After hours service is provided on a callout basis by immigration officers listed on a standby roster.
- c) Customs officers are responsible for the primary inspection services. During their examination of persons seeking admission to Canada, they are responsible for the identification of individuals who would require further examination by an Immigration officer.
- d) In reality, therefore, a Customs officer at a port of entry would be conducting the pre-screening on behalf of the Immigration Division (CEIC) during hours of operation where there is no on-site Immigration presence. During this pre-screening, after referral of individual to immigration secondary examination, a Customs officer shall explain the options available to the individual seeking admission. The options include:
 - i) withdrawal of the individual's request to enter Canada and return to the country of departure, if applicable (this would only be applicable at land border sites where the traveller is coming from the U.S.A.);
 - ii) wait in the Customs/Immigration reception area until the next scheduled immigration officer reports for duty (this would usually be around 8:00 a.m. as most ports with 16-hour service offer immigration presence during the hours 8:00 a.m. – 12:00 midnight);
 - iii) request that an immigration officer listed on a standby roster be called back to perform the immigration secondary examination.
- e) Should the traveller choose the option of requesting an officer report to conduct the immigration secondary examination, the Customs officer on duty shall give the individual a copy of an information sheet outlining the hours of immigration service at a particular port of entry and the cost recovery fee associated with calling back an immigration officer. (An example of the information sheet is shown in Appendix "G". Each port of entry will be responsible for developing their own sheet with applicable information). The Customs officer will also witness the applicant's signature on this information sheet and ensure that the individual has sufficient funds or credit card available to pay the fee. At this point, the Customs officer will telephone the designated officer.

2) Initiation of Formal Processing

If pre-screening indicates that the client is able to pay the fee and he/she insists on proceeding with an immigration secondary examination conducted by an officer called back to perform this function, the immigration officer upon arrival at the port of entry will complete the Immigration Cost Recovery Control form (IMM 5194, Appendix "C"). This form will initiate the formal processing.



SELECTION AND CONTROL

3) Collection of Fee

- **\$27 per hour/\$100 minimum**
- a) The fee shall be collected by the immigration officer who has been called back to perform the immigration secondary examination, prior to the commencement of the examination. A receipt will be given to the applicant and indication that payment has been made will be made by notating the fee and receipt number in the appropriate box on the Immigration Cost Recovery Control form (IMM 5194).
- b) The Immigration Cost Recovery Control form (IMM 5194) indicating the fee paid and receipt number must be retained for statistical control purposes.
- c) No refund of this fee will be given once the immigration officer has reported to the port of entry to conduct the secondary examination.
- d) No exemptions from the fee associated with callout/overtime have been identified. (Appendix "A", Annex 16)
- e) Upon arrival at the port of entry, should the client seeking admission to Canada refuse to pay the required fee for callout/overtime, the service of conducting the secondary examination will be deferred until such time as the client pays the fee. Should the client continue to refuse to pay the fee, he/she will be advised to withdraw his/her request and return to his/her country of origin, or wait for continuation of his/her examination when the officer on the next scheduled shift reports for duty.
- f) In cases where individuals travelling by any mode of public transit (train, airplane, bus, etc.) and the arrival of this public transportation vehicle is unscheduled, and the port of entry has not been advised of the unscheduled arrival in order to make alternate staffing arrangements, the transportation company and not the individual will be required to pay the processing fee. The fee to be collected is assessed as if only one callout service were being provided. Individual passengers may be subject to charges applicable on a case by case basis.

4) Temporary Inability to Pay

- a) During pre-screening by a Customs officer, if an applicant advises that he/she is unable or unwilling to pay the fee immediately, he/she should be counselled to return when there is an immigration officer on duty, or when he/she has the ability and willingness to pay the processing fee. There is no authority to provide the callout service if the individual has not demonstrated the ability to pay the required fee.
- b) If the client had demonstrated the he/she had the ability to pay the fee, and he/she had completed the Immigration Cost Recovery information sheet requesting that an immigration officer be called back to perform the immigration secondary examination, but upon arrival at the port of entry of the officer, he/she decided not to comply with the fee requirement, no examination would be conducted. The individual would be advised to return to the country of origin and seek admission during normal hours of service or when there was a willingness to comply with the Fees Regulations.

27.86 – 27.89 SPARES

27.90 INVESTMENT PROPOSAL ASSESSMENT (NHQ IN CANADA ONLY)

1) Pre-Screening

All requests for an Investment Proposal Assessment submitted by practitioners in Canada must be screened and applicants given sufficient opportunity for counselling in order to avoid collection fees in cases where processing is manifestly not possible. Pre-screening is of great importance as proposals may be submitted that simply cannot be processed. Pre-screening should be aimed at determining a cursory viability of the proposal and also to ensure that provincial approval/acceptance of the proposal has been received.



SELECTION AND CONTROL

2) Initiation of Formal Processing

If pre-screening indicates that the client is able to comply with basic requirements, or if the client insists on proceeding, the Cost Recovery Control form (IMM 5194) will be completed indicating that the process will be initiated. In most cases, the investment proposal will be accompanied by a letter addressed to the investment group at NHQ, and completion of this form would not be necessary.

3) Collection of Fee

- **\$5500 per proposal**
- a) Upon receipt of a written request for federal approval of an investment proposal, the Immigrant Investor group at National Headquarters will issue a receipt for the fee paid and record this information on the written request. Formal processing of the assessment will commence once the fee has been paid.
- b) No exemptions from the fee associated with investment proposal assessments have been identified. (Appendix "A", Annex 17).
- c) In requests for assessment of an investment proposal where the proposal is refused at the federal level, no refund will be given. The written request indicating fee payment must be retained for financial statistical purposes.

4) Temporary Inability or Refusal to Pay

Where a client cannot pay the fee due to a temporary lack of funds, or will not pay the fee, the client will be counselled to withdraw his/her request for assessment of the proposal until such time he/she is able to submit the processing fee with the written request. The request will not be initiated until the fee has been paid.

27.91 INVESTMENT PROPOSAL AMENDMENT (NHQ IN CANADA ONLY)

1) Pre-Screening

All requests for an Investment Proposal Amendment submitted by practitioners in Canada must be screened and applicants given sufficient opportunity for counselling in order to avoid collection of fees in cases where processing is not possible.

2) Initiation of Formal Processing

If pre-screening indicates that the client is able to comply with basic criteria, or if the client insists on proceeding, the Cost Recovery Control form (IMM 5194) will be completed indicating that the process will be initiated. In most cases, the request for an amendment will be accompanied by a letter addressed to the Immigrant Investor group at NHQ, and the completion of this form would not be necessary.

3) Collection of Fee

- **\$1500 per amendment**
- a) Upon receipt of a written request for an amendment of a previously approved investment proposal, the Immigrant Investor group at National Headquarters will issue a receipt for the fee paid and record this information on the written request. Formal processing of the amendment will commence once the fee has been paid.
- b) No exemptions from the fee associated with amendments to approved investment amendments have been identified. (Appendix "A", Annex 18).
- c) When requests for an amendment of an investment proposal are refused at National Headquarters, no refund will be given. The written request indicating fee payment must be retained for financial statistical purposes.

4) Temporary Inability or Refusal to Pay

Where a client cannot pay the fee due to a temporary lack of funds, or will not pay the fee, the client will be counselled to withdraw his/her request for amendment of an approved proposal until such time that he/she is able to submit the processing fee with the written request. The request to amend an approved proposal will not be initiated until the fee has been paid.



SELECTION AND CONTROL

27.92 REQUESTS FOR IMMIGRATION DATA (NHQ IN CANADA ONLY)

- a) The Immigration Statistics group of the Immigration Information Centre at NHQ is responsible for the provision of statistical information regarding national immigration activity. They respond to requests for specific information that is not available in monthly, quarterly or annual publications. These special requests require the creation of specific programs to extract the desired information from the host computer.

All queries or requests for specific statistical immigration information should be directed to:

Chief
Immigration Statistics
Immigration Information Centre
Immigration Support Services
Employment and Immigration Canada
140 Promenade du Portage
HULL, Quebec K1A 0J9
Telephone: (819) 994-3641, 994-3161

- b) The provision of immigration information has been identified as a service to which the 7% GST is applicable.
- c) Employees of the Canada Employment and Immigration Department or Commission are exempt from the processing fee for requests for specific information. No external exemptions from the fee have been identified. See Appendix "A", Annex 19.

27.93 – 27.94 SPARES

27.95 FILE TRANSFER

1) Intent of Fee for Request for File Transfer

- a) The introduction of a processing fee is intended to recover costs of transferring a person's immigration "paper" or "case" file for continued processing by another Canada Immigration Centre or mission abroad. The transfer of his/her file is predominately for the client's convenience.
- b) In cases where operational area of jurisdiction dictates that a client file must be transferred to another office for continued processing, there would be no fee collected from the client. Two very common examples of this are:
- i) Cases which initiate at a port of entry (refugee claims, spontaneous sponsorship of spouse) and must be transferred to another office for processing because it is not a function of the port of entry to continue with the case. The file would be transferred to an office designated for the function (refugee claims or inland processing of an immigrant application), or an office performing that function at the destination of the client, at no cost to the client. It is to the client's advantage, but the client is not the initiator of the request; operational area of jurisdiction dictates the need for the transfer of the file.
 - ii) There is a requirement in cases where a client is the subject of a 27(2) report and a Direction for Inquiry is being issued for the file to be transferred to an office that performs the inquiry function. There is no fee for the file transfer. If, however, the file is transferred to the office responsible for scheduling inquiries and the client advises that he/she would like their inquiry held in another locale, the file transfer fee is applicable for the transfer from one hearings office to another.

2) In Canada Processing

- a) Prescreening
- i) The request for file transfer must originate from the client. Examples of the type of case which would require a file transfer are:
 - holders of long-term visitor status – persons on student authorization, employment authorization or Minister's Permit where critical case information is contained on a case file;



SELECTION AND CONTROL

- persons who have applied for permanent residence and their application has not been finally resolved;
- persons who are reported to be in violation of the Immigration Act (Section 20/Section 27 reports) where an Immigration inquiry before an Adjudicator has been convoked but not opened and the person concerned requests for the inquiry to take place at another locale.

The initial decision regarding change of venue normally rests with the CIC/Hearings office and not the Adjudicator as the inquiry has not yet commenced. However, pre-screening in these cases must include advising the person concerned that a request for the inquiry to take place at another location will involve the transfer of a file for which there is a cost recovery processing fee.

- ii) Cases for which all information is available through FOSS would not be suitable cases for a file transfer request and collection of a processing fee. The need for review of paper documentation is a prerequisite.
 - iii) Prescreening should identify a need for paper documentation to be transferred to a new location, a desire on the client's part for the service and an ability to pay the processing fee.
 - iv) Prescreening for cases involving enforcement/hearing action should be aimed at determining whether the file transfer is the result of the person concerned requesting a change of venue for the Immigration inquiry/hearing, or if the need for a file transfer is because of operational area of responsibility.
- b) Initiation of formal processing
- If prescreening indicates that the client is willing and able to pay the fee and he/she requests that his/her immigration case file be transferred, the immigration officer shall complete and sign the Immigration Cost Recovery Control Form (IMM 5194, see Appendix "C") initiating the action to transfer the file. Upon completion of the form and collection of the processing fee, formal processing of the request will be initiated.
- c) Collection of fee
- \$50 per request + 7% GST for requests initiated in Canada
 - i) A fee shall be collected each time a request for processing a file transfer is initiated. The immigration officer shall issue a receipt and notate in the appropriate box of the Immigration Cost Recovery Control Form (IMM 5194) that the fee has been paid and the receipt number.
 - ii) No exemptions from the processing fee for file transfer have been identified in Appendix A", Annex 20.
 - iii) The transfer of an immigration file has been identified as a supply to which the GST applies **when the request is initiated in Canada**. In Canada, the collection of the 7% GST is required.
- d) Temporary inability to pay
- During prescreening, if an individual advises that he/she is unable or unwilling to pay the fee immediately, he/she should be counselled to withdraw his/her request for file transfer and return when he/she has the ability and willingness to do so. There is no authority to accept a request for transfer of a immigration "paper" file unless the fee has been paid.

3) Processing Abroad

a) General

The request for file transfer will originate from the client or from his/her duly appointed representative or counsel. The client will generally be an applicant for permanent residence, but he/she could also be an applicant for temporary admission as a visitor, student, or worker.

b) Collection of fee

- \$50 per request
- i) A fee of \$50 shall be collected each time a request for a file transfer is made. If the appropriate fee does not accompany the request for file transfer, the mission will ask for it and will hold the request in abeyance until it is received.



SELECTION AND CONTROL

- ii) A receipt is issued to the client and the total amount collected under that fee category is registered at the end of the day in the appropriate box of the "Record of Immigration Cost Recovery" (EXT1203A).
- iii) No exemptions from the file transfer fee have been identified.
- iv) As for the other cost recovery fees collected abroad, the Goods and Services Tax (GST) does not apply to file transfer.

27.96 REPAYMENT OF DEPORTATION EXPENSES

1) Intent of Fee

- a) The introduction of this fee is intended to recover a portion of the costs incurred in the deportation of a person who ignores a departure order. This fee applies **only** to persons who were initially issued a departure order and failed to leave Canada and thus had to be deported. It is intended to add a further consequence to a person who ignores the departure order.
- b) Persons described in section A114(1)(m) must satisfy two requirements before being allowed to return to Canada. First, they need to obtain the consent of the Minister (see IS 27.65 for applicable cost recovery fee). Secondly, they must repay the cost of their removal as per Schedule VIII (Section 42.1, Immigration Regulations) and as also indicated in Appendix "B".

2) Initiation of Formal Processing

Once an officer processing a request for Minister's consent to return to Canada has determined that this request will be granted to an individual, the office in Canada where the deportation order originated will inform the officer whether a repayment under A55.1 is applicable. Collection of this fee will occur prior to the Minister's consent to return being granted.

3) Collection of Fee

- a) The applicable fees are as per Schedule VIII (Section 42.1, Immigration Regulations) and as also indicated in Appendix "B".
- b) A receipt shall be issued each time repayment of deportation expenses is received.
- c) There are no exemptions from repayment of deportation expenses.

4) Temporary Inability to Pay

If an individual advises that he/she is unable or unwilling to pay the fee immediately, he/she should be counselled to withdraw his/her request for Minister's consent to return to Canada and return when he/she has the ability and willingness to do so. If the individual refuses to withdraw their request, the request will be refused for failure to repay deportation expenses as per A55.1.

27.97 REPLACEMENT OF PERMANENT RESIDENT CARD

Intent of Fee

The introduction of a processing fee is intended to recover a portion of the costs of reissuing a permanent resident card to an individual. This service is anticipated to be available in early 1994.

Fees shall not be collected for this service until the introduction of the permanent resident card.

27.98 – 27.99 SPARES



INDEX

A

A19(3), 23, 24
A20(1) report, 9, 23

C

Canadian or U.S. currencies, 6
cash payments, 5
CR/DC cases, 12

E

EMP 2151, 15
employment for students, 18
entertainers, 17
exempt refugees, 1, 4
exemptions, 3

F

fee collection, 21
fee examples, 11, 17
fee structure, 3, 4
fee-exempt, 10, 14, 16, 19, 20, 22, 28

H

humanitarian considerations, 4

I

IMM 1097, 15, 16, 21, 24
IMM 1102, 15, 16, 17, 18
IMM 1104, 9, 10
IMM 1202, 26, 27
IMM 1203, 26, 27
IMM 1208, 15, 18, 19, 20
IMM 1227, 24, 25
IMM 1228, 24, 25
IMM 1249, 15, 16, 17, 18, 19, 20, 21
IMM 1263, 16, 19, 21, 22
IMM 1264, 21, 22
IMM 1294, 19, 20, 26, 27
IMM 1295, 16, 18, 26, 27
IMM 1296, 14, 25, 26, 27
IMM 1343, 10, 11, 12
IMM 1344, 5, 9, 10, 11
IMM 1442, 15, 16, 17, 18, 19, 20, 21, 24, 29
IMM 1444, 25, 26
IMM 5001, 5, 10, 25
IMM 5009, 27, 28, 29
IMM 5194, 23, 24, 25, 26, 30, 31, 32
IMM 8, 10, 11, 12, 25, 26, 27

inland CICs, 9, 10, 17, 19
ISP 1705, 28

M

MCCIQ, 11

N

NGO, 12
no refunds, 3

O

out-of-status clients, 19

P

PAQ, 9, 12
payment by cheque, 16
payment by employers, 16
payments by cheque, 5
ports-of-entry, 5, 9, 16, 19, 30
Privacy Act, 4, 27

Q

QRC, 27, 28, 29

R

refusal to pay, 9, 10, 16, 19, 27, 32
refusals, 18, 20, 25
reopening a closed file, 4

S

spontaneous applications for permanent residence, 17
Stage "B", 11
subject to payment, 10

T

third party, 4, 20

V

visitor extensions, 1, 21, 24



APPENDIX "A" EXEMPTIONS

ANNEX 1 PERMANENT RESIDENCE (reference at IS 27.20 and IL 4(3))

1. Convention refugees and members of designated classes. †(This includes undertakings on their behalf by relatives who may or may not be considered as CR/DC members.)
2. Undertakings that Convention refugees and members of designated classes submit on behalf of a spouse, or unmarried son or daughter under 19 years of age, within 1 year of the date of landing.
3. Citizens of Finland.

†Note: Officers should assume that in cases where an applicant resides in a refugee camp, that he/she will eventually be determined to be a DC member and should make no effort to collect fees. However, applicants should be advised that if it is later determined that they do not fall into the CR/DC category, normal fees will apply.

ANNEX 2 ORDER-IN-COUNCIL REQUESTS (reference at IS 27.21 and IL 4)

1. A dependant included in the request for an exemption.
2. A person who is finally determined to be a Convention refugee.
3. A Convention refugee seeking re-settlement.
4. A member of a class of persons designated by the Governor in Council.

ANNEX 3 FAMILY BUSINESS (reference at IS 27.22 and IL 4)

NO EXEMPTIONS HAVE BEEN IDENTIFIED



ANNEX 4
VISITOR VISA – EXEMPTIONS
(reference at IS 27.25)

1. Properly accredited diplomat, consular officer, representative or official of a country, other than Canada, of the United Nations or any of its agencies, or any intergovernmental organization in which Canada participates, including their dependants [described A19(1)(a)].
2. Armed forces personnel on official duty [described in R19(1)(b)], and their dependants.
3. Persons who are employed by Canadian religious or charitable institutions as described in R19(1)(c) and R20(5)(e)(ii), and their dependants.
4. Citizens of countries where an agreement is in existence exempting their citizens from non-immigrant visa fees. At present, such agreements exist with respect to citizens of Iran, Portugal, Turkey, and Yugoslavia.
5. Persons, other than a member of a group which consists of one or more performing artists and the staff of that artist or those artists, coming into Canada who also require either a student authorization or an employment authorization.
6. Participants attending meetings hosted by UN organizations or by the Government of Canada.
7. Persons travelling to countries other than Canada by transportation company vehicles, who transit through or stopover in Canada for vehicle refuelling or continuation of their journey with another transportation company vehicle, where the duration of stay does not exceed 48 hours.
8. Persons who are travelling to Canada from the United States as part of an organized tour operated by a transportation company or a travel agency and who will return to the United States as part of the tour, where the duration of their stay does not exceed 48 hours.
9. Up to 3 members of a group of more than 2 but fewer than 15 persons, which group consists of one or more performing artists and the staff of that artist or those artists, who apply at the same time and at the same place for an employment authorization.

Note: Discretionary Entry exemptions refer back to exemptions from the processing fee for visitor visas.

ANNEX 5
EMPLOYMENT AUTHORIZATION
(reference IS 27.30)

	REFERENCE
1. Convention refugees who are being processed towards landing and dependants.	R20(5)(a) – A01
2. Claimants to refugee status (who have not had their claim finally determined by the Immigration and Refugee Board) and their dependants.	R20(5)(a) – A02
3. Persons who are to be employed by a Canadian religious or charitable organization without remuneration.	R20(5)(e)(ii) – E20 and E25
4. a) Dependants of properly accredited diplomats, consular officers, etc. [described in R19(1)(a)], military personnel [see R19(1)(b)], and officers of foreign governments sent by their government to take up duties with a federal or provincial agency pursuant to an exchange agreement with Canada [see R19(1)(r)].	R19(4)(a), IS15.08 – E3, R20(5)(e)(iii) – E99



SELECTION AND CONTROL

REFERENCE

- b) These persons will be exempt from fee only when there exists a reciprocal agreement that allows such dependants to work. At present, such agreements exist with respect to dependants of diplomatic and consular representatives from Australia, Barbados, Britain, Columbia, Guyana, India, Indonesia, Ireland, Ivory Coast, Israel, Jamaica, New Zealand, Norway, Peru, Sweden and USA. Agreements concerning dependants of military personnel so far exist only with Britain and the United States and, as for dependants of other government officials, the only agreement presently signed is with the United States.
5. Persons applying pursuant to certain reciprocal agreements between Canada or a province and a foreign government, provided the visa officer or immigration officer is given proof of the existence of the agreement and proof that the applicant is a participant. Only agreements that are reciprocal in nature and whose primary purpose is to afford an opportunity for personal development through emphasis on the pursuit of artistic, cultural or educational objectives will exempt the participants from the fee. **Examples of such agreements include:** cultural agreements between Canada (or a province) and France, Belgium, Brazil, Italy, Federal Republic of Germany, Japan, Mexico, U.S.S.R.; Canada World Youth Programs; Canada-U.S. Agreement on Roosevelt Campobello International Park. Participants in agreements or arrangements of an economic/commercial nature, or in which labour market considerations are primary, will not be exempted. **Examples of agreements that do not give rise to a fee exemption include:** Caribbean and Mexican Seasonal Agricultural Workers Program; Seismic Research Program "Vela Uniform"; Canada-U.S.A. Agreement on the DEW line system. R20(5)(b)(i) and (ii) – B10
6. In-status students who are temporarily destitute through circumstances beyond their control. R20(5)(c)
7. Persons whose employment is related to a research, educational or training program approved by the Minister. R20(5)(d) – D10
8. Special program students under the sponsorship of CIDA, when the employment is part of the student's program arranged by CIDA. R20(5)(d) – D30
9. Foreign students (excluding medical interns and externs, physicians, residents and students of accountancy) when the employment forms an essential part of their course of study. R20(5)(d) – D35
10. Participants in international student and young workers employment programs based on reciprocal agreement. R20(5)(e)(iii) – E35
11. Citizens of Finland.
An agreement has existed with Finland since 1959 whereby Canada has agreed to issue "Labour permits" free of charge to Finnish citizens.
12. Persons who are, in the opinion of an immigration officer, deserving of special consideration for humanitarian or compassionate reasons as described in R20(5)(f). R20(5)(f)
13. United States Immigration and Naturalization (USINS) and U.S. Customs officers carrying out pre-inspection duties; American members of the International Joint Commission; U.S. Grain and other U. S. Government officials in possession of official U.S. government passports and assigned to temporary postings in Canada.



ANNEX 6
STUDENT AUTHORIZATION
(reference at IS 27.35)

1. Convention refugees and persons found to be members of a designated class prior to their arrival to Canada, and their dependants.
2. Persons in Canada who have made a claim to be Convention refugees (who have not had their claim finally determined by the Immigration and Refugee Board), and their dependants.
3. Applicants for permanent residence being processed in Canada, and their dependants.
4. Properly accredited diplomat, consular officer, representative or official of a country, other than Canada, of the United Nations or any of its agencies, or any intergovernmental organization in which Canada participates as a member, including their dependants [described A19(1)(a)].
5. Members of a visiting force within the meaning of the Visiting Forces Act, and their dependants.
6. Dependants, who are studying at the secondary school level or lower, of a person who is employed by a charitable institution or as a clergyman, a member of a religious order or a lay person to assist a congregation or a group in the achievement of its spiritual goals, where the duties to be performed by that person will consist mainly of preaching of doctrine, presiding at liturgical functions, or spiritual counselling.
7. Students seeking renewal of their student authorization who have become temporarily destitute through circumstances totally beyond their control or the control of any person on whom they are dependent for financial resources.

ANNEX 7
EXTENSION OF VISITOR STATUS
(reference at IS 27.40)

1. Convention refugees.
These are individuals in Canada who are found to be Convention refugees by the Minister and who request a visitor extension.
2. Persons who are exempt from the requirement to be in possession of an employment authorization in order to work in Canada by virtue of:
 - (a) R19(1)(a) – diplomats and dependants;
 - (b) R19(1)(b) – members of armed forces designated under the “Visiting Forces Act” and dependants;
 - (c) R19(1)(c) – clergy and dependants;
 - (d) R19(1)(r) – officers of foreign governments on exchange and dependants.
3. Persons who may apply in Canada for an employment authorization by virtue of R19(4)(i) and their dependants (Governor in Council exemption from visa requirement to be sought).
4. Dependants of persons exempted from the fee for employment authorization applications because they are described in:
 - (a) R20(5)(c) – temporarily destitute students;
 - (b) R20(5)(d) – research, educational or training program approved by the Minister;
 - (c) R20(5)(f) – humanitarian/compassionate reasons arising from war, natural disaster, etc.;
 - (d) R20(5)(e)(ii) – employed by religious/charitable organization without remuneration;

or because they are working pursuant to an agreement/arrangement between Canada or a province and a foreign government providing for reciprocal employment opportunities of an artistic, cultural or educational nature;

or because they are participants in an international student or young worker reciprocal employment program.



SELECTION AND CONTROL



5. Dependants of a participant in a program sponsored by CIDA.
6. Dependants of a recipient of a Government of Canada scholarship or fellowship.
7. Citizens of Iceland and Iran.

ANNEX 8
MINISTER'S PERMIT/MINISTER'S PERMIT EXTENSION
(reference at IS 27.45)

1. Permanent resident applicants granted early admission, and their accompanying dependants.
2. Convention refugees and persons found to be members of a designated class prior to their arrival in Canada, and their dependants.
3. Parallel exemptions for the document in which the Minister's Permit or extension is issued in lieu. [See other appendices for exemptions, i.e., Employment Authorization, Student Authorization, and Visitor Extension exemptions.]
(E.g., an individual requiring a student authorization was allowed entry to Canada with a Minister's Permit, but who would have been exempt from fees had he/she been issued a Student Authorization: no fees will apply.)

ANNEX 9
DISCRETIONARY ENTRY
(reference at IS 27.50)

1. Persons granted A19(3) entry when discretion is based on the lack of a visitor visa for which a visitor visa fee exemption exists. (See IS 27, Appendix "A", An.4)
2. Discretionary Entry pursuant to 19(3) of the Immigration Act when issued by an Adjudicator.

ANNEX 10
RETURNING RESIDENT PERMIT
(reference at IS 27.55)
NO EXEMPTIONS HAVE BEEN IDENTIFIED

ANNEX 11
CRIMINAL REHABILITATION
(reference at IS 27.60)
NO EXEMPTIONS HAVE BEEN IDENTIFIED

ANNEX 12
MINISTER'S CONSENT/DEPORTATION
(reference at IS 27.65)
NO EXEMPTIONS HAVE BEEN IDENTIFIED



ANNEX 13
CERTIFICATION OF LANDING
(reference at IS 27.70)

1. Persons who are receiving welfare or adjustment assistance.
2. Direct requests from governmental agencies (federal, provincial or municipal), which must be submitted in writing. This includes cases in which verification is initiated by CICs for their own administration purposes.

ANNEX 14
REPLACEMENT OF IMMIGRATION DOCUMENT
(reference at IS 27.75)
NO EXEMPTIONS HAVE BEEN IDENTIFIED

ANNEX 15
TRANSCRIPT OF AN IMMIGRATION INQUIRY
(reference at IS 27.80)
NO EXEMPTIONS HAVE BEEN IDENTIFIED

ANNEX 16
CALLOUT/OVERTIME (IN CANADA)
(reference at IS 27.85)
NO EXEMPTIONS HAVE BEEN IDENTIFIED

ANNEX 17
INVESTMENT PROPOSAL ASSESSMENT
(reference at IS 27.90)
NO EXEMPTIONS HAVE BEEN IDENTIFIED

ANNEX 18
INVESTMENT PROPOSAL AMENDMENT
(reference at IS 27.91)
NO EXEMPTIONS HAVE BEEN IDENTIFIED



ANNEX 19
REQUESTS FOR IMMIGRATION DATA (NHQ IN CANADA ONLY)
(reference at IS 27.92)

1. Employees of the Canada Employment and Immigration Department or Commission.

NO EXTERNAL EXEMPTIONS HAVE BEEN IDENTIFIED

ANNEX 20
FILE TRANSFER
(reference at IS 27.95)

NO EXEMPTIONS HAVE BEEN IDENTIFIED

ANNEX 21
REPAYMENT OF DEPORTATION EXPENSES
(reference at IS 27.96)

NO EXEMPTIONS HAVE BEEN IDENTIFIED

This fee is applicable only to those persons who were initially issued a departure order and failed to leave Canada and had to be deported.

ANNEX 22
REQUEST FOR REPLACEMENT OF PERMANENT RESIDENT CARD
(reference at IS 27.97)

NO EXEMPTIONS HAVE BEEN IDENTIFIED

It is planned that this service will be available nationally January 1994. Until that time, no fee shall be collected for this service because it is not available.



SELECTION AND CONTROL

APPENDIX "B"
IMMIGRATION COST RECOVERY FEES – Schedule 1

SERVICE	FEE
IMMIGRANT SERVICES	
Application for Permanent Residence, Application for Landing in Canada requiring visa exemption & Sponsorship Undertaking	
Applicant	\$ 450
Dependant under 19, who is not a spouse	\$ 50
Dependant 19 and over, spouse	\$ 450
Entrepreneur, investor & self-employed	\$ 750
Dependant under 19, who is not a spouse	\$ 50
Dependant 19 and over, spouse	\$ 450
Order-in-Council	
Each request	\$ 250
Family Business Application	
Each Application	\$ 250
Certification of Record of Landing	
Individual	\$ 25
Returning Resident Permit	
Individual	\$ 75
VISITOR SERVICES	
Visitor Visa	
Individual – Single entry	\$ 50
Individual – Multiple entry	\$ 75
Collective Certificate – per person	\$ 40
Visitor Extension	
Individual	\$ 60
Discretionary Entry	
Individual	\$ 100
Group (2 to 14) Entertainers	\$ 200
Student Authorization	
Individual	\$ 100
Employment Authorization	
Individual	\$ 100
Group (2 to 14) Entertainers	\$ 200
Replacement of Immigration Document	
Individual	\$ 25
Combination of Documents *	
Maximum Rate	\$ 300



SELECTION AND CONTROL

SERVICE	FEE
OTHER SERVICES	
Minister's Permit	
Individual	\$ 150
Group (2 to 14) Entertainers	\$ 300
Extension to Minister's Permit	
Individual	\$ 150
Group (2 to 14) Entertainers	\$ 300
Callout/Overtime (in Canada)	\$100 min. or \$ 27/hr
Minister's Consent/Deportation	
Individual	\$ 350
Criminal Rehabilitation	
Individual	\$ 350
Transcript of Inquiry **	
Each transcript	\$ 75
Investment Proposal Assessment	
Each proposal	\$5,500
Investment Proposal Amendment	
Each proposal	\$ 1,500
File Transfer **	
Each request	\$ 50
Request for Immigration Data **/**	
Each request	\$ 20
Repayment of Deportation Expenses	
Destination – United States and Saint–Pierre–and–Miquelon	\$ 750
Destination – any other destination	\$ 1,500
Replacement of Permanent Resident Card	\$ 40

* Applicable to the following services: Visitor Visa; Visitor Extension; Employment Authorization; Student Authorization; and Minister's Permit/Extension of Minister's Permit.

** Subject to the Goods and Services Tax.

*** Includes a maximum of five (5) minutes central processor unit time, a fee of \$20 to be charged for each additional minute.



SELECTION AND CONTROL

APPENDIX "C"
SAMPLE OF IMM 5194 (01-91) B -
IMMIGRATION COST RECOVERY CONTROL FORM



Employment and
Immigration Canada

Emploi et
Immigration Canada

IMMIGRATION COST RECOVERY CONTROL FORM
FORMULAIRE DE CONTRÔLE DE RECouvreMENT DES FRAIS D'IMMIGRATION

PROTECTED WHEN COMPLETED - B
PROTÉGÉ UNE FOIS REMPLI - B

File No. - N° de dossier

PART A - PARTIE A CLIENT DETAILS - RENSEIGNEMENTS CONCERNANT LE CLIENT

Surname - Nom de famille		Given Name(s) - Prénom(s)		Init.	Group / Organization - Groupe / Organisation	
Date of Birth Date de naissance		D - J	M	Y - A	Place and Country of Birth Lieu et pays de naissance	
Telephone No. - Numéro de téléphone Home / Maison		Business / Affaires			Province	
Address (in Canada) - Adresse (au Canada)		Apt. - App.			Postal Code - Code postal	
City - Ville		Province			Telephone No. - Numéro de téléphone	

PART B - PARTIE B OFFICE USE ONLY - BUREAU SEULEMENT

The following service(s) is (are) being requested - Le(s) service(s) suivant(s) a (ont) été demandé(s)

1. Investment Filing Fee - Enregistrement d'une proposition d'investissement ☐
2. Transcript of Inquiry - Compte rendu d'une enquête ☐
3. Callout / overtime - Rappel / heures supplémentaires ☐
4. Minister's Consent / Deportation - Demande d'autorisation du ministre / expulsion ☐
5. Other (Specify) - Autre (Préciser) ☐

Remarks - Remarques

Cost Recovery Code Code de recouvrement des frais	Fee Frais	Gst Tps	Receipt No. No. de reçu
--	--------------	------------	----------------------------

Authorized officer's signature
Signature de l'agent autorisé

Date

Mail - In / Par courrier ☐

In Person / En personne ☐

IMM 5194 (02-91) B

Canada



APPENDIX "D"
SAMPLE OF IMM 5009 (05-89) B - VERIFICATION OF ADMISSION



Employment and
Immigration Canada

Emploi et
Immigration Canada

VERIFICATION OF ADMISSION
VERIFICATION DE L'ADMISSION

PART A - PARTIE A CLIENT DETAILS - RENSEIGNEMENTS CONCERNANT LE CLIENT

Surname (on admission) - Nom de famille (à l'entrée)		Given Names - Prénom(s)		Sex - Sexe <input type="checkbox"/> Male - Homme <input type="checkbox"/> Female - Femme	
Date of Birth Date de naissance		Place and Country of Birth - Lieu et pays de naissance			
Surname (at present) - Nom de famille (actuel)		Given Names - Prénom(s)		Home Telephone No. - No. téléphone à la maison Area Code Ind. rég.	
Address - Adresse		Apt. - App.		Telephone No. at Work - No. téléphone au travail Area Code Ind. rég.	
City - Ville		Province		Postal Code - Code postal	
Accompanying Family Members - Membres de la famille qui ont accompagné l'intéressé		Date of Admission for Permanent Residence Date d'admission aux fins de la résidence permanente		D - / M Y - A	
Names - Noms		Relationship - Lien de parenté		Canadian Port of Entry - Point d'entrée au Canada	
				Name of Vessel - Nom du navire	

PART B - PARTIE B OFFICE USE ONLY - BUREAU SEULEMENT

COST RECOVERY - ÉTAT DE RECOURS DES FRAIS

<input type="checkbox"/> Fee Paid Droit acquitté	Receipt No. N° du reçu
<input type="checkbox"/> Exempt Dispensé(e)	Reason Raison

CERTIFICATION REQUIRED - NO DOCUMENTS ON FILE - ATTESTATION REQUISE - AUCUN DOCUMENT AU DOSSIER

<input type="checkbox"/> No landing record Aucune fiche relative au droit d'établissement	<input type="checkbox"/> No Minister's Consent Aucune autorisation du Ministre	<input type="checkbox"/> No visitor record Aucune fiche du visiteur
<input type="checkbox"/> No student / employment authorization Aucun permis de travail ou permis de séjour pour étudiant	<input type="checkbox"/> Certificate 19(1)(c) Immigration Act Attestation - L79(1)(c)	<input type="checkbox"/> Certificate 19(2)(a) Immigration Act Attestation - L79(2)(a)

DOCUMENTS REQUIRED - DOCUMENTS EXIGÉS

<input type="checkbox"/> IMM 56 Confirmation of Departure Confirmation du départ	<input type="checkbox"/> IMM 1215 Deportation Order Mesure d'expulsion
<input type="checkbox"/> IMM 1000 Immigrant Visa and Record of Landing Visa d'immigrant et fiche relative au droit	<input type="checkbox"/> IMM 1220 Departure Notice Avis d'interdiction de séjour
<input type="checkbox"/> IMM 1097 Visitor Record Fiche du visiteur	<input type="checkbox"/> IMM 1263 Minister's Permit Permis pour entrer au Canada ou y demeurer
<input type="checkbox"/> IMM 1102 Employment Authorization Permis de travail	<input type="checkbox"/> IMM 1264 Extension of Minister's Permit Prorogation de la durée de la validité d'un permis
<input type="checkbox"/> IMM 1208 Student Authorization Permis de séjour pour étudiant	<input type="checkbox"/> IMM 1203 Minister's Consent Pursuant to Sec. 55 of the Immigration Act Autorisation du Ministre en application de l'article 55 de la Loi sur l'immigration
<input type="checkbox"/> IMM 1214 Exclusion Order Mesure d'exclusion	

TO BE COMPLETED WHEN QUERY SUBMITTED BY MAIL - À REMPLIR LORSQUE LA DEMANDE EST ENVOYÉE PAR LA POSTE

Foss queried SSOBL interrogé	<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non	I.D. Verified Ident. vérifiée	<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non	Micro. No. - N° du micro.
Mail verification of admission to: Envoyer par la poste la vérification de l'admission			<input type="checkbox"/> Client Au client		<input type="checkbox"/> C.I.C. Au C.I.C.	
Office - Bureau			C.I.C. File - N° de dossier du C.I.C.		NHQ File - N° de dossier de l'AC	
			Date Submitted - Présentée le		ORC Respondent - Répondant au CDR	
					Date Returned - Remise le	
			Remarks - Observations			
Name of Officer - Nom de l'agent						



APPENDIX "E"
SAMPLE OF H&W FORM LETTER ISP 1705 (6-88)



Health and Welfare Canada Santé et Bien-être social Canada
Income Security Programs Programmes de la sécurité du revenu

To: A: Employment and Immigration Canada
 Query Response Centre
 Place du Portage
 Phase IV, H10
 Ottawa, Ontario
 K1A 0J9

Emploi et Immigration Canada
Renseignements et diffusion
Place du Portage
Phase IV, H10
Ottawa (Ontario)
K1A 0J9

From: De:

CONFIRMATION OF INFORMATION RECORDED ON
ATTACHED COPY OF IMMIGRATION RECORD

Attached you will find a copy of the Immigration Record
submitted by our client:

Could you please confirm the accuracy and/or
completeness of the information contained in the
document.

Thank you for your assistance.

CONFIRMATION DE L'INFORMATION CONTENUE DANS LA
COPIE DE LA FICHE RELATIVE AU DROIT D'ETABLISSEMENT
CI-JOINTE

Vous trouverez ci-joint une copie de la fiche relative au
droit d'établissement présentée par notre client.

Pourriez-vous confirmer que l'information contenue dans ce
document est exacte et complète.

Je vous sers gré de votre aide à cet égard.

Income Security Programs Officer
Agent des Programmes de la sécurité du revenu

Date

Tel. No - N° de tél.

TO BE COMPLETED BY EMPLOYMENT AND IMMIGRATION CANADA - À REMPLIR PAR EMPLOI ET IMMIGRATION CANADA

☐ The information recorded on the attached Immigration Record is accurate and complete.
L'information contenue dans la fiche relative au droit d'établissement ci-jointe est exacte et complète.

☐ Other
Autre _____

Employment and Immigration Canada Officer
Agent d'Emploi et Immigration Canada

Date



APPENDIX "F"
CALLOUT/OVERTIME
SAMPLE – INFORMATION SHEET TO TRAVELLER

The hours of normal operation of Immigration Canada at this port of entry are _____.

There should be an immigration officer available at _____ (time and place) _____.

Should you insist on being examined by an immigration officer before the scheduled arrival of this officer, you will be required to pay a callout/overtime Cost Recovery Processing fee of \$100 minimum, plus \$27 per hour for each additional hour after the first four hours.

In addition, if you require other immigration services that are subject to processing fees, you will be required to pay the applicable fee.

I _____ (Name) _____ have read this notice, understand it and would like an immigration officer to be contacted for the continuation of my examination.

Signature of requester

Witness – Customs officer

Date: _____

Form 612 (10-72) B (3)
PRICED **Plasdex**® PROFILES
MONTREAL TORONTO

Form 612 (10-12) B (3)
P&G, EDI **Plasdex** - PROPERTIES
MONTREAL TORONTO



TABLE OF CONTENTS

CHAPTER 29

THE IMMIGRATION SERVICE DELIVERY NETWORK - CANADA

Paragraph

AUTHORITY

GENERAL INTENT

29.01

Spares

29.02 - 29.04

GUIDELINES

Regional Organizations

29.05

The Immigration Service Delivery Network - Canada

29.06

Spare

29.07

PROCEDURES

CIC Jurisdiction and Itinerant Service

29.08

- Spare

29.09

Canadian Community Listings and CIC Jurisdictions

29.10

Spares

29.11 - 29.13

Establishment, Closure or Move of CIC Facilities

29.14

Immigration Information for Public Distribution

29.15

On...Spares

29.16

Appendices

Regional Directors/Directors General of Immigration

"A"

Canada Immigration Centres - Addresses and Itinerant Service

"B"

Schedule

Canada Immigration Centres - Specialty Operations

"C"



CHAPTER 29

THE IMMIGRATION SERVICE DELIVERY NETWORK - CANADA

AUTHORITY

Act: 110

Instrument: I-13

29.01 GENERAL INTENT

- 1) The structuring of the Immigration component of the Canada Employment and Immigration Commission at the field office level is designed to provide our clients with the best decisions and information, based upon law and policy, which clients perceive as being clear and fair and delivered in a courteous and timely manner.
- * 2) In keeping with the intent and provisions of the Official Languages Act (see Chapter IL 9), service at a Canada Immigration Centre (CIC) is provided in the official language preferred by the client.
- 3) This chapter reflects CIC locations and jurisdictions as they apply to the delivery of the Immigration Program in Canada. See Chapter IS 28 for similar information on the overseas network.

29.02 - 29.04 SPARES



GUIDELINES

29.05 REGIONAL ORGANIZATIONS

There are over 100 Canada Immigration Centres (CICs) from Newfoundland west to British Columbia established under "regional" organizations (see Appendix "A") which are based (except in Quebec and British Columbia) in the provincial capitals. The Northwest Territories and Yukon Territory form part of the Alberta/NWT and BC/Yukon regions respectively.

29.06 THE IMMIGRATION SERVICE DELIVERY NETWORK - CANADA

A question often asked is: "what is the difference between a port of entry and a Canada Immigration Centre?" The simplistic answer is: ALL CANADA IMMIGRATION CENTRES ARE PORTS OF ENTRY BUT NOT ALL PORTS OF ENTRY ARE CANADA IMMIGRATION CENTRES. A full explanation of this theorem is detailed in the following paragraphs.

1) Canada Immigration Centre (CIC)

- a) A "Canada Immigration Centre" is an office located in Canada and staffed by personnel of the Immigration component of the Canada Employment and Immigration Commission (CEIC) to administer the various provisions of the Immigration Act, Regulations and related legislation and policies.
- b) i) Those CICs which are located at the international boundary between Canada and the United States, or at international airports in Canada, deal primarily with the examination of persons seeking to enter Canada (see Chapter IE 2).
- ii) Other CICs are located "inland" in major cities and towns where they deal primarily with immigrant sponsorships (IS 2/IS 4), visitor extensions (IE 4), settlement (IE 6 and 7), cases described in Chapter IE 9 and investigation, arrest, detention and removal activities (known collectively as the "enforcement program" and described in detail in Chapters IE 10 through 14).
- iii) A number of "inland" CICs and a few at the international boundary or international airports also have responsibility for receiving and examining the crews of international shipping, which may include the odd passenger seeking to enter Canada. The addresses of these offices are repeated in Appendix "A" to Chapter IE 5 for convenience.
- c) The practicality of the situation, not to mention staff resources, are the main reasons for this clear delineation of responsibilities. However, each CIC can (and often does) deal with the entire gamut of immigration functions. For example, an officer from the "inland" CIC at Cranbrook, B.C. may be required to perform examination functions at an airport in the region covering an unscheduled flight at an airport where traffic is usually confined to domestic flights. By the same token, an officer at the land border port of North Portal, Saskatchewan may be called upon to extend visitor status or even commence an immigration sponsorship in the case of a client staying or living in the area coming within that CIC's jurisdiction.



- d) Some locations are represented by both types of operation, e.g., at Windsor, Ontario where there is an "inland" CIC operation giving service on a "9 to 5", five days a week basis, as well as two fully-staffed 24-hour border operations covering the Ambassador Bridge and the international tunnel to Detroit. Other similar operations are detailed in 29.08 1)b).

2) Port of Entry (POE)

- a) A2 defines "port of entry" as any place designated by the Minister for the examination of persons under the Immigration Act. The authority to designate comes from A116, and the list of ports of entry so designated may be found in Instrument I-19 at Chapter IL 3.
- b) As outlined in the opening statement below the heading to 29.06, all CICs are in fact ports of entry, but a review of Instrument I-19 will show that the vast majority of POEs are NOT staffed by personnel of the CEIC. For the most part, officers of the Customs and Excise component of the Department of Revenue Canada carry out the immigration examination function at those locations where Immigration staff (CEIC) are not located, augmented by RCMP detachments or Environment Canada and National Defence personnel at remote northern locations. All have been designated by the Minister of Employment and Immigration as Immigration officers (see Instrument I-13 at Chapter IL 3), and all are in possession of an abridged version of the Immigration Manual (a single volume entitled "Immigration Examination Directives").

3) Appeals Offices

Unlike inland offices and ports of entry where geographical jurisdictions are confined within the provincial boundaries concerned, Appeals Offices are located in four cities and their particular sphere of responsibility extends into adjacent provinces (see Part 2 of Appendix "C"). Refer to Chapter IE 12 for a more detailed description of the functions of these offices.

4) Immigration Holding Centres

In Ontario, Quebec and BC/Yukon regions there are dedicated facilities for the purpose of immigration detentions which are leased for ongoing use by the Commission (see Part 3 of Appendix "C"). In the other seven regions, where such detentions are not nearly as numerous, facilities have been designated for such purposes as and when necessary (see Official Instrument I-20 at Chapter IL 3 and Appendix "A" to chapter IE 10).



SELECTION AND CONTROL

PROCEDURES

29.08 CIC JURISDICTIONS AND ITINERANT SERVICE

1) Jurisdictions

- a) Resource limitations and the cost factor preclude the establishment of CICs in most Canadian communities, but a review of Appendix "B" shows that the major centres in each province and territory are represented by full-time CIC operations. Those offices, in turn, have wide geographical areas coming within their jurisdiction and encompassing many other communities. A portion of the breakdown of community responsibility is shown at IS 29.10 following.

- b) Both inland and port of entry CICs (see IS 29.06) have geographical areas under their jurisdiction, which means that the CIC concerned can and does deal with ALL aspects of the Immigration Program. For the following cities, which are represented by both inland and port of entry facilities, the responsibility for sponsorships, inland landings, visitor extensions, etc., rests with the INLAND facility, although in emergency situations the border facilities can and do offer such services:

Windsor, Ontario (includes the Ambassador Bridge and International Tunnel to Detroit);

Fort Erie, Ontario (includes the Peace Bridge);

Niagara Falls, Ontario (includes the Rainbow, Whirlpool and Queenston–Lewiston Bridges);

Cornwall, Ontario (includes the Seaway International Bridge);

Prescott, Ontario (includes the Seaway/Skyway International Bridge);

Sarnia, Ontario (includes the Blue Water International Bridge);

Sault Ste. Marie, Ontario (includes the International Bridge);

Fort Frances, Ontario (includes the International Bridge);

St. Bernard (Lacolle), P.Q. (includes the land–border crossing of Blackpool)

2) Itinerant Service

- a) i) To compensate for the lack of a full-time facility in some locations, many CICs service nearby cities and towns on a regularly scheduled itinerant basis. Details of such service are shown at Appendix "B," where applicable. Arrangements for the provision and scheduling of itinerant service rests with regional management.
- ii) When amending the "Itinerant Service Schedule" column of Appendix "B," Regions/CICs are asked to include details only in those instances where the visits are made on a regularly scheduled basis. Terminology such as "as required" will not be reflected in Appendix "B" since, after all, this could apply to just about any community in Canada. What we want to reflect here are details of an established routine which does not deviate from one week/month to the next and which is as explicit as possible (e.g., "2nd and 4th Thursday of each month" or "2nd Tuesday of each month" or "Every Monday morning," etc.), so that clients, their representatives/ Members of Parliament, etc., can have a firm idea as to when immigration service is available in their community.
- b) i) CICs also arrange "ad hoc" visits as and when necessary to those Canadian communities under their jurisdiction which are serviced by full-time Canada Employment Centres (CECs) but which are not visited on a regularly scheduled basis (i.e., the same day each week, month, etc.) by an immigration officer. An example of such an arrangement would be Courtenay, B.C., which is serviced approximately one day every two months by the CIC in Nanaimo, with the exact day depending upon service demand in Courtenay and arrangements with the local CEC Manager.
- ii) To determine if such an arrangement is available in any given community, refer to the "RESPONSIBLE CIC" column at IS 29.10 following, and then contact the CIC at the address/ telephone number shown at Appendix "B."
- iii) Those communities listed at IS 29.10 which have a full-time CEC operation are spelled out in capital letters.



3) Inquiries Received at Wrong CIC

CICs receiving an inquiry from a resident of another CIC's jurisdiction will send the inquiry immediately to the appropriate CIC (see IS 29.10) without acknowledgment to the writer (see also IS 1.03 2), IS 14.10 and IS 15.29).

4) Customs—Only Ports of Entry

- As with inland facilities, resource limitations and the cost factor preclude the on-site full-time presence of officers of the Immigration component of the CEIC at most of the land-border ports of entry. As indicated in 29.06 2), Customs officers perform the immigration examination function at such locations.
- In the list of communities at IS 29.10, those communities which double as Customs ports of entry are underlined.

29.09 SPARE

29.10 CANADIAN COMMUNITY LISTINGS AND CIC JURISDICTIONS

1) The following information is divided into four columns as follows:

- First Column: Alphabetical listing of major Canadian communities (those underlined are Customs—only ports of entry (see IS 29.08 3) above) and those spelled out in CAPITAL letters have full-time Canada Employment Centres (see IS 29.08 2)b) above)).
- Second Column: The name of the responsible CIC (see Appendix "B" for a complete address) ;
- Third Column: The type of CIC, i.e., (see IS 29.06)
 - I — indicates that the office is primarily an inland operation;
 - LB — indicates that the office is primarily a land-border operation;
 - AP — indicates that the office is primarily an international airport of entry.
- Fourth Column: The entry "See Appendix 'B' " will be an indication that the community is serviced on a scheduled basis by the CIC concerned, i.e., "itinerant service" (see IS 29.08 2) and Appendix "B"). Full details of the scheduled visits are contained in Appendix "B."

COMMUNITY	RESPONSIBLE CIC	TYPE OF CIC	ITINERANT SERVICE
Abbotsford, B. C.	Huntingdon	LB	—
<u>Abercorn, P. Q.</u>	Philipsburg	LB	—
Acton, Ontario	Brampton	I	—
ACTON VALE, P. Q.	Montérégie	I	—
<u>Aden, Alberta</u>	Coutts	LB	—
Agassiz, B. C.	Huntingdon	LB	—
Agincourt, Ontario	Toronto East	I	—
Airdrie, Alberta	Edmonton	I	—
AJAX, Ontario	Oshawa	I	—
Albarni, B.C.	Nanaimo	I	—
Albion, B.C.	New Westminster	I	—
Aldergrove, B.C.	Aldergrove	LB	—
Aldershot, Ontario	Hamilton	I	—
Alderwood, Ontario	Toronto West	I	—
Algoma Mills, Ontario	Sault Ste. Marie	I	—
ALMA, P.Q.	Chicoutimi	I	—
Almonte, Ontario	Ottawa	I	—
Amqui, P.Q.	Quebec	I	—
Alton, Ontario	Brampton	I	—
Alvin, B.C.	New Westminster	I	—
AMHERST, N.S.	New Glasgow	I	—
Amherstburg, Ontario	Windsor	I	—
AMOS, P.Q.	Val d'Or	I	—



SELECTION AND CONTROL

COMMUNITY	RESPONSIBLE CIC	TYPE OF CIC	ITINERANT SERVICE
Ancaster, Ontario	Hamilton		-
Ancienne Lorette, P.Q.	Quebec		-
Anderson, Ontario	Windsor		-
Andover, N.B.	Woodstock	LB	See APP. "B"
Angus, Ontario	Orillia		-
Anjou, P.Q.	Montréal-Est		-
Annapolis Royal, N.S.	Kentville		-
ANTIGONISH, N.S.	New Glasgow		-
Argentia, Nfld.	St. John's		-
Armitage, Ontario	Toronto East		-
Armstrong, P.Q.	Armstrong	LB	-
Armstrong, Ontario	Thunder Bay		-
ARNPRIOR, Ontario	Ottawa		-
Arvida, P.Q.	Chicoutimi		-
ASBESTOS, P.Q.	Sherbrooke		-
Ashcroft, B.C.	Kamloops		-
Athabasca, Alberta	Edmonton		-
ATIKOKAN, Ontario	Thunder Bay		-
Atlin, Y.T.	Whitehorse		-
Aurora, Ontario	Toronto North		-
AYLMER, Ontario	London		-
Aylmer, P.Q.	Hull		-
Avon, Ontario	London		-
Baddeck, N.S.	Sydney		-
Bagotville, P.Q.	Chicoutimi		-
BAIE COMEAU, P.Q.	Sept-Îles		-
BAIE DU POSTE, P.Q.	Sept-Îles		-
Baie d'Urfé, P.Q.	Dorval	AP	-
Baie-St-Anne, N.B.	Bathurst		-
Ballantrea, Ontario	Toronto East		-
Balmertown, Ontario	Fort Frances		-
BANCROFT, Ontario	Orillia		-
BANFF, Alberta	Calgary		See APP. "B"
Bar Harbour, Ontario	Windsor		-
BARRIE, Ontario	Orillia		-
Barriere, B.C.	Kamloops		-
Barrington Passage, N.S.	Yarmouth		-
Basswood Lake, Ontario	Fort Frances		-
Bath, Ontario	Kingston		-
BATHURST, N.B.	Bathurst		-
Bay Roberts, Nfld.	St. John's		-
Beachburg, Ontario	Ottawa		-
Beaconsfield, N.B.	Woodstock	LB	-
Beaconsfield, P.Q.	Dorval	AP	-
Beamsville, Ontario	Woodstock		-
Beardmore, Ontario	Thunder Bay		-
Beauce, P.Q.	Armstrong	LB	-
BEAUHARNOIS, P.Q.	St. Bernard (Lacolle)		-
Beaver Creek, Y.T.	Whitehorse		-
BÉCANCOUR, P.Q.	Trois-Rivières		-
Bedford, P.Q.	Philipsburg	LB	-
BEDFORD, N.S.	Halifax		-
Beebe, P.Q.	Rock Island	LB	-
Belcarra, B.C.	New Westminster		-
Belfountain, Ontario	Brampton		-
Bella Bella, B.C.	Prince Rupert		-
Bella Coola, B.C.	Prince Rupert		-
Bellechasse, P.Q.	Armstrong	LB	-
Belle River, Ontario	Windsor		-
Belledune, N.B.	Bathurst		-
BELLEVILLE, Ontario	Kingston		See APP. "B"
BELOEIL, P.Q.	Montréal		-



SELECTION AND CONTROL

COMMUNITY	RESPONSIBLE CIC	TYPE OF CIC	ITINERANT SERVICE
BERTHIERVILLE, P.Q.	Trois-Rivières	I	-
<u>Big Beaver, Sask.</u>	North Portal	LB	-
Bishop's Falls, Nfld.	Gander	I	-
Blackburn Hamlet, Ontario	Ottawa	I	-
Black's Harbour, N.B.	St. Stephen	LB	-
BLAIRMORE, Alberta	Lethbridge	I	-
BLIND RIVER, Ontario	Sault Ste. Marie	I	See APP. "B"
<u>Bloomfield, N.B.</u>	Woodstock	LB	-
Bob-Lo Island, Ontario	Windsor	I	-
<u>Boissevain, Manitoba</u>	Emerson	LB	-
Bolton, Ontario	Brampton	I	-
Bonavista, Nfld.	Gander	AP	-
Bonnyville, Alberta	Edmonton	I	-
Botwood, Nfld.	Gander	AP	-
Boucherville, P.Q.	Montréal	I	-
<u>Boundary Bay, B.C.</u>	Douglas	LB	-
Bout de l'Île, P.Q.	Montréal-Est	I	-
Bowmanville, Ontario	Oshawa	I	-
BRACEBRIDGE, Ontario	Orillia	I	-
Braeside, Ontario	Ottawa	I	-
Bramalea, Ontario	Brampton	I	-
BRAMPTON, Ontario	Brampton	I	-
BRANDON, Manitoba	Brandon	I	-
BRANTFORD, Ontario	Brantford	I	-
Bridgetown, N.S.	Kentville	I	-
BRIDGEWATER, N.S.	Kentville	I	-
BROCKVILLE, Ontario	Prescott	LB	See APP. "B"
Bromont, P.Q.	Sherbrooke	LB	-
Bronte, Ontario	Mississauga	I	-
BROOKS, Alberta	Lethbridge	I	See APP. "B"
BROSSARD, P.Q.	Montréal	I	-
Broughton, P.Q.	Armstrong	LB	-
Bruce Mines, Ontario	Sault Ste. Marie	I	-
Buchans, Nfld.	Gander	AP	-
BUCKINGHAM, P.Q.	Hull	I	-
BUCTOUCHE, N.B.	Moncton	I	-
BUFFALO NARROWS, Sask.	Prince Albert	I	-
Bull River, B.C.	Cranbrook	I	-
Burgeo, Nfld.	Gander	AP	-
Burin, Nfld.	St. John's	I	-
BURLINGTON, Ontario	Hamilton	I	-
BURNABY, B.C.	New Westminster	I	-
Burns Lake, B.C.	Prince George	I	See APP. "B"
Burritt's Rapids, Ontario	Ottawa	I	-
Buttonville, Ontario	Pearson Int'l	AP	-
CACHE CREEK, B.C.	Kamloops	I	-
Cadillac, P.Q.	Val d'Or	I	-
Caledon Credit-Forks, Ontario	Brampton	I	-
Caledon East, Ontario	Brampton	I	-
Caledonia, N.S.	Kentville	I	-
CALGARY, Alberta	Calgary	I	-
Calixa-Lavalée, P.Q.	Montréal	I	-
Callandar, Ontario	Sudbury	I	-
Cambellford, Ontario	Kingston	I	-
CAMPBELL RIVER, B.C.	Nanaimo	I	-
Campbellville, Ontario	Mississauga	I	-
CAMPBELLTON, N.B.	Bathurst	I	See APP. "B"
CAMBRIDGE, Ontario	Kitchener	I	-
Cambridge Bay, N.W.T.	Yellowknife	I	-
CAMPBELL'S BAY, P.Q.	Hull	I	-
<u>Campobello, N.B.</u>	St. Stephen	LB	-
CAMROSE, Alberta	Edmonton	I	-



SELECTION AND CONTROL

COMMUNITY	RESPONSIBLE CIC	TYPE OF CIC	ITINERANT SERVICE
Candiac, P.Q.	Montréal	I	-
Canso, N.S.	New Glasgow	I	-
Cantic, P.Q.	St. Bernard (Lacolle)	I	-
CAP-AUX-MEULES, P.Q.	Quebec	I	-
CAP-DE-LA-MADELEINE, P.Q.	Trois-Rivières	I	-
Capilano, B.C.	Vancouver Metro	I	-
Capreol, Ontario	Sudbury	I	-
Caramat, Ontario	Thunder Bay	I	-
Carp, Ontario	Ottawa	I	-
CARAQUET, N.B.	Bathurst	I	-
Carbonear, Nfld.	St. John's	I	-
Carcross, Y.T.	Whitehorse	I	-
Cardinal, Ontario	Prescott	I	-
Carievale, Sask.	North Portal	LB	-
Carignan, P.Q.	Montréal	I	-
CARLETON PLACE, Ontario	Ottawa	I	-
Carson, B.C.	Osoyoos	LB	-
Cartwright, Manitoba	Emerson	LB	-
Cascade, B.C.	Osoyoos	LB	-
Castlegar, B.C.	Cranbrook	LB	-
CAUSAPSCAL, P.Q.	Quebec	I	-
Catalina, Nfld.	St. John's	I	-
Caughnawaga, P.Q.	Montréal	I	-
Centerville, N.B.	Woodstock	LB	See APP. "B"
Centralia, Ontario	Kitchener	I	-
Chalk River, Ontario	Ottawa	I	-
CHAMBLEY, P.Q.	Montréal	I	-
Chambord, P.Q.	Chicoutimi	I	-
CHANDLER, P.Q.	Quebec	I	-
Chapleau, Ontario	Sault Ste. Marie	I	-
Charlemagne, P.Q.	Montréal-Est	I	-
Charlevoix, P.Q.	Chicoutimi	I	-
CHARLOTTETOWN, P.E.I.	Charlottetown	I	-
Charlesbourg, P.Q.	Quebec	I	-
Chartierville, P.Q.	Rock Island	LB	-
Chase, B.C.	Kamloops	I	-
CHATEAUGUAY, P.Q.	Montréal	I	See APP. "B"
CHATHAM, N.B.	Bathurst	I	-
CHATHAM, Ontario	Sarnia	I	See APP. "B"
CHELMSFORD, Ontario	Sudbury	I	-
Chelsea, P.Q.	Hull	I	-
Cheltenham, Ontario	Brampton	I	-
Chemainus, B.C.	Victoria	I	-
CHESTER, N.S.	Kentville	I	-
Cheticamp, N.S.	Sydney	I	-
CHETWYND, B.C.	Dawson Creek	I	-
CHIBOUGAMAU, P.Q.	Chicoutimi	I	-
CHICOUTIMI, P.Q.	Chicoutimi	I	-
Chief Mountain, Alberta	Carway	LB	-
Chilcotin, B.C.	Kamloops	I	-
CHILLIWACK, B.C.	Huntingdon	LB	-
CHISASIBI, P.Q.	Sept-Îles	I	-
Chomedey, P.Q.	Montréal-Est	I	-
Chopaka, B.C.	Osoyoos	LB	-
Churchill, Manitoba	Winnipeg	I	-
Churchill Falls, Nfld.	Gander	AP	-
CHURCH POINT, N.S.	Yarmouth	I	-
Clair, N.B.	Edmundston	LB	-
Clarenceville, P.Q.	St. Bernard (Lacolle)	I	-
CLARENVILLE, Nfld.	St. John's	I	-
Clark City, P.Q.	Sept-Îles	I	-
Clarks Harbour, N.S.	Yarmouth	I	-



SELECTION AND CONTROL

COMMUNITY	RESPONSIBLE CIC	TYPE OF CIC	ITINERANT SERVICE
Clarkson, Ontario	Mississauga		-
CLEARBROOK (Matsqui), B.C.	Huntingdon	LB	-
<u>Climax, Sask.</u>	North Portal	LB	-
Clinton, B.C.	Kamloops		-
Cloverdale, B.C.	Surrey		-
COATICOOK, P.Q.	Sherbrooke		-
Cobalt, Ontario	Sudbury		-
Cobden, Ontario	Ottawa		-
COBOURG, Ontario	Oshawa		See APP. "B"
Cochenour, Ontario	Fort Frances		-
COCHRANE, Ontario	Sudbury		-
COLLINGWOOD, Ontario	Orillia		See APP. "B"
Collins Bay, Ontario	Kingston		-
Columbia Gardens, B.C.	Cranbrook		-
Come-By-Chance, Nfld.	St. John's		-
Comox, B.C.	Nanaimo		-
Compton, P.Q.	Armstrong	LB	-
Copper Cliff, Ontario	Sudbury		-
CONTRECOEUR, P.Q.	Montérégie		-
Cooksville, Ontario	Mississauga		-
COQUITLAM, B.C.	New Westminster		-
CORNERBROOK, Nfld.	Gander	AP	-
CORNWALL, Ontario	Cornwall		-
<u>Coronach, Sask.</u>	North Portal	LB	-
Côte Saint-Luc, P.Q.	René-Lévesque		-
<u>Coulter, Manitoba</u>	Emerson	LB	-
COURTENAY, B.C.	Nanaimo		-
Courtwright, Ontario	Sarnia		-
<u>Covey Hill, P.Q.</u>	St. Bernard (Lacolle)		-
COWANSVILLE, P.Q.	Philipsburg	LB	-
CRANBROOK, B.C.	Cranbrook		-
CREIGHTON, Sask.	Prince Albert		-
CRESTON, B.C.	Cranbrook	LB	-
Crystal Beach, Ontario	Fort Erie		-
<u>Crystal City, Manitoba</u>	Emerson	LB	-
Culliver, Ontario	Woodstock		-
<u>Daaquam, P.Q.</u>	Quebec		-
DALHOUSIE, N.B.	Bathurst		See APP. "B"
Danville, P.Q.	Sherbrooke		-
DARTMOUTH, N.S.	Halifax		-
DAUPHIN, Manitoba	Brandon		-
<u>Dawson, Y.T.</u>	Whitehorse		-
DAWSON CREEK, B.C.	Dawson Creek		-
Deep River, Ontario	Ottawa		-
Deer Island Point, N.B.	St. Stephen	LB	-
Delaware, Ontario	London		-
<u>Del Bonita, Alberta</u>	Carway	LB	-
Delhi, Ontario	Woodstock		-
Delson, P.Q.	Montérégie		-
Delta, B.C.	Surrey		-
Derry West, Ontario	Mississauga		-
Desbarats, Ontario	Sault Ste. Marie		-
Deseronto, Ontario	Kingston		-
DIGBY, N.S.	Yarmouth		-
Dildo, Nfld.	St. John's		-
Disraeli, P.Q.	Sherbrooke		-
Doaktown, N.B.	Fredericton		-
DOLBEAU, P.Q.	Chicoutimi		-
Dollard-des-Ormeaux, P.Q.	Dorval	AP	-
Domville, Ontario	Prescott		-
Donegal, Ontario	Kitchener		-
Donacona, P.Q.	Quebec		-



SELECTION AND CONTROL

COMMUNITY	RESPONSIBLE CIC	TYPE OF CIC	ITINERANT SERVICE
Dorchester, N.B.	Moncton		-
Dorion, Ontario	Thunder Bay		-
DORION, P.Q.	Dorval	AP	-
Dorval, P.Q.	Dorval	AP	-
Douglas, B.C.	Douglas/Pacific Highway	LB	-
DOWNSVIEW, Ontario	Toronto West		-
Dresden, Ontario	Sarnia		-
DRUMHELLER, Alberta	Calgary		-
DRUMMONDVILLE, P.Q.	Sherbrooke		-
DRYDEN, Ontario	Fort Frances		See APP. "B"
Dublin, Ontario	Kitchener		-
Dubreuilville, Ontario	Sault Ste. Marie		-
DUNCAN, B.C.	Victoria		-
Dundas, Ontario	Hamilton		-
<u>Dundee, P.Q.</u>	St. Bernard (Lacolle)		-
Dunedin, Ontario	Orillia		-
Dunrobin, Ontario	Ottawa		-
DUNSVILLE, Ontario	Fort Erie		-
Durham, Ontario	Orillia		-
Ear Falls, Ontario	Fort Frances		-
Earlton, Ontario	Sudbury		-
EAST ANGUS, P.Q.	Sherbrooke		-
<u>East Hereford, P.Q.</u>	Rock Island	LB	-
<u>East Pinnacle, P.Q.</u>	Philipsburg	LB	-
Eburne, B.C.	Vancouver Metro		-
EDMONTON, Alberta	Edmonton		-
EDMUNDSTON, N.B.	Edmundston	LB	-
EDSON, Alberta	Edmonton		See APP. "B"
Eganville, Ontario	Ottawa		-
Eldorado, Ontario	Kingston		-
Elgin, Ontario	Prescott		-
Elkford, B.C.	Cranbrook		-
ELLIOT LAKE, Ontario	Sault Ste. Marie		See APP. "B"
Elmira, Ontario	Kitchener		-
Embrun, Ontario	Ottawa		-
Emerson, Manitoba	Emerson	LB	-
Erieau, Ontario	Kingston		-
Erin, Ontario	Guelph		-
Erindale, Ontario	Mississauga		-
Erinsville, Ontario	Kingston		-
ESPANOLA, Ontario	Sudbury		-
Esquimalt, B.C.	Victoria		-
Essex, Ontario	Windsor		-
Estaire (Burwash), Ontario	Sudbury		-
Estcourt, P.Q.	Quebec		-
<u>ESTEVAN, Sask.</u>	North Portal	LB	-
Etobicoke, Ontario	Toronto West		-
EXETER, Ontario	Kitchener		-
Fairhaven, N.B.	St. Stephen	LB	-
Falconbridge, Ontario	Sudbury		-
Falkland, B.C.	Kamloops		-
FARNHAM, P.Q.	Philipsburg	LB	-
Faro, Y.T.	Whitehorse		-
Fergus, Ontario	Guelph		-
FERNIE, B.C.	Cranbrook		See APP. "B"
Fisherville, Ontario	Toronto West		-
FLIN FLON, Manitoba	Brandon		-
FLORENCEVILLE, N.B.	Woodstock	LB	-
Foleyet, Ontario	Sudbury		-
Fonthill, Ontario	Niagara Falls		-
<u>Forest City, N.B.</u>	Woodstock	LB	-
Forest Hill, Ontario	Toronto North		-



SELECTION AND CONTROL

COMMUNITY	RESPONSIBLE CIC	TYPE OF CIC	ITINERANT SERVICE
Forest Lawn, Alberta	Calgary		-
FORESTVILLE, P.Q.	Sept-Îles		-
Formosa, Ontario	Orillia		-
FORT CHIMO, P.Q.	Sept-Îles		-
FORT ERIE, Ontario	Fort Erie		-
FORT FRANCES, Ontario	Fort Frances		-
FORT MCMURRAY, Alta	Fort McMurray		-
FORT NELSON, B.C.	Dawson Creek		-
Fort St. James, B.C.	Prince George		-
FORT ST. JOHN, B.C.	Dawson Creek		See APP. "B"
Fort Saskatchewan, Alberta	Edmonton		-
FORT SIMPSON, N.W.T.	Yellowknife		-
FORT SMITH, N.W.T.	Yellowknife		-
Fortune, Nfld.	St. John's		-
<u>Fosterville, N.B.</u>	Woodstock	LB	-
<u>Four Falls, N.B.</u>	Woodstock	LB	-
<u>Franklin Centre, P.Q.</u>	St. Bernard (Lacolle)		-
FREDERICTON, N.B.	Fredericton		-
Freeport, N.S.	Yarmouth		-
<u>Freighsburg, P.Q.</u>	Rock Island	LB	-
Frenchman's Bay, Ontario	Oshawa		-
Frobisher Bay, N.W.T. (see Iqaluit)			
Frontenac, P.Q.	Armstrong	LB	-
Gagetown, N.B.	Fredericton		-
GANANOQUE, Ontario	Kingston		-
GANDER, Nfld.	Gander	AP	-
Garibaldi, B.C.	Vancouver		-
GASPÉ, P.Q.	Quebec		-
GATINEAU, P.Q.	Hull		-
GENTILLY, P.Q.	Trois-Rivières		-
GEORGETOWN, Ontario	Brampton		-
Georgetown, P.E.I.	Charlottetown		-
GERALDTON, Ontario	Thunder Bay		-
Gillam, Manitoba	Winnipeg		-
<u>Gillespie, N.B.</u>	Edmundston	LB	-
GIMLI, Manitoba	Winnipeg		-
GLACE BAY, N.S.	Sydney		-
<u>Glen Sutton, P.Q.</u>	Rock Island	LB	-
Glen Williams, Ontario	Brampton		-
Gloucester, Ontario	Ottawa		-
GODERICH, Ontario	Kitchener		-
Gogama, Ontario	Sudbury		-
GOLDEN, B.C.	Cranbrook		See APP. "B"
<u>Goodlands, Manitoba</u>	Emerson	LB	-
Goose Bay, Nfld.	Gander	AP	-
Gore Bay, Ontario	Sudbury		-
Gormley, Ontario	Toronto East		-
Grand Bank, Nfld.	St. John's		See APP. "B"
Grand Bend, Ontario	Kitchener		-
GRAND CENTRE, Alberta	Edmonton		-
GRAND FALLS, Nfld.	Gander	AP	-
<u>GRAND FALLS, N.B.</u>	Edmundston	LB	-
GRAND FORKS, B.C.	Osoyoos	LB	-
GRAND MANAN, N.B.	St. Stephen	LB	-
GRAND-MÈRE, P.Q.	Trois-Rivières		-
GRANDE CACHE, Alberta	Grande Prairie		-
GRANDE PRAIRIE, Alberta	Grande Prairie		-
GRANBY, P.Q.	Sherbrooke		-
Grantham, P.Q.	Sherbrooke		-
Grasmere, B.C.	Cranbrook		-
Gravenhurst, Ontario	Orillia		-
Greenfield Park, P.Q.	Montréal		-



SELECTION AND CONTROL

COMMUNITY	RESPONSIBLE CIC	TYPE OF CIC	ITINERANT SERVICE
Greenwood, N.S.	Kentville	I	-
<u>Gretna, Manitoba</u>	Emerson	LB	-
Grimsby, Ontario	Niagara Falls	I	-
Grindstone, P.Q.	Quebec	I	-
GUELPH, Ontario	Guelph	I	-
GUYSBOROUGH, N.S.	New Glasgow	I	-
Haileybury, Ontario	Sudbury	I	-
Haliburton, Ontario	Oshawa	I	-
Haliburton Lake, Ontario	Oshawa	I	-
HALIFAX, N.S.	Halifax	I	-
HAMILTON, Ontario	Hamilton	I	-
Hammond, B.C.	New Westminster	I	-
Hampstead, P.Q.	Mtl. Dorchester	I	-
HANNA, Alberta	Calgary	I	-
Haney, B.C.	New Westminster	I	-
Hanover, Ontario	Orillia	I	-
Hantsport, N.S.	Kentville	I	-
HAPPY VALLEY, Nfld.	Gander	AP	-
Harbour Breton, Nfld.	Gander	AP	-
HARBOUR GRACE, Nfld.	St. John's	I	-
Harrison Mills, B.C.	Huntingdon	LB	-
Havelock, Ontario	Oshawa	I	-
Havre St. Pierre, P.Q.	Sept-Îles	I	-
HAWKESBURY, Ontario	Cornwall	I	-
HAY RIVER, N.W.T.	Yellowknife	I	-
Headingley, Manitoba	Winnipeg	I	-
HEARST, Ontario	Sudbury	I	-
<u>Hemmingford, P.Q.</u>	St. Bernard (Lacolle)	I	-
<u>Herdman, P.Q.</u>	St. Bernard (Lacolle)	I	-
<u>Hereford Road, P.Q.</u>	Rock Island	LB	-
HIGH LEVEL, Alberta	Grande Prairie	I	-
HIGH PRAIRIE, Alberta	Grande Prairie	I	-
<u>Highwater, P.Q.</u>	Rock Island	LB	-
HINTON, Alberta	Edmonton	I	-
HOPE, B.C.	Huntingdon	LB	-
Hornby, Ontario	Brampton	I	-
Hornepayne, Ontario	Sault Ste. Marie	I	-
HOUSTON, B.C.	Prince George	I	See APP. "B"
Hudson's Hope, B.C.	Dawson Creek	I	-
HULL, P.Q.	Hull	I	-
HUMBOLDT, Sask.	Prince Albert	I	-
Huntingdon, B.C.	Huntingdon	LB	-
HUNTINGDON, P.Q.	St. Bernard (Lacolle)	I	See APP. "B"
Huntsville, Ontario	Orillia	I	-
Huttonville, Ontario	Brampton	I	-
Iberville, P.Q.	Montréal	I	-
Ida, Ontario	Oshawa	I	-
Ignace, Ontario	Thunder Bay	I	-
Ilderton, Ontario	London	I	-
Île de la Visitation, P.Q.	Montréal-Est	I	-
Île Laval, P.Q.	Montréal-Est	I	-
Île Notre-Dame, P.Q.	Montréal-Est	I	-
Ilfacome, Ontario	Orillia	I	-
INGERSOLL, Ontario	Woodstock	I	-
Ingleside, Ontario	Cornwall	I	-
Inglewood, Ontario	Brampton	I	-
Ingoldsby, Ontario	Oshawa	I	-
Inkerman, Ontario	Cornwall	I	-
Innerkip, Ontario	Woodstock	I	-
Innisfail, Alberta	Red Deer	I	-
Innisville, Ontario	Ottawa	I	-
Interlaken, Ontario	Orillia	I	-



SELECTION AND CONTROL

COMMUNITY	RESPONSIBLE CIC	TYPE OF CIC	ITINERANT SERVICE
INUVIK, N.W.T.	Yellowknife		—
Inverary, Ontario	Kingston		—
Inverhaven, Ontario	Orillia		—
Invermere, B.C.	Cranbrook		—
Inverness, B.C.	Victoria		—
INVERNESS, N.S.	Sydney		—
Inwood, Ontario	Sarnia		—
Iona, Ontario	London		—
Ipperwash, Ontario	Sarnia		—
IQALUIT, N.W.T.	Yellowknife		—
Iron Bridge, Ontario	Sault Ste. Marie		—
Irondale, Ontario	Oshawa		—
Iroquois, Ontario	Cornwall		—
Iroquois Falls, Ontario	Sudbury		—
Island Falls, Ontario	Sudbury		—
Island Grove, Ontario	Orillia		—
Islington, Ontario	Toronto West		—
Ivanhoe, Ontario	Kingston		—
Ivy Lea, Ontario	Kingston		—
Jack Lake, Ontario	Oshawa		—
Jackson's Point, Ontario	Orillia		—
Jaffray-Melick, Ontario	Fort Frances		—
Jamieson's Lines, P.Q.	St. Bernard (Lacolle)		—
Jamot, Ontario	Sudbury		—
Janetville, Ontario	Oshawa		—
Jarvis, Ontario	Fort Erie		—
Jasper, Ontario	Prescott		—
JASPER, Alberta	Edmonton		—
Jeannettes Creek, Ontario	London		—
Jellicoe, Ontario	Thunder Bay		—
Jerome, Ontario	Sudbury		—
Jerseyville, Ontario	Hamilton		—
Johnston, Ontario	Prescott		—
Johnstown, Ontario	Prescott		—
JOLIETTE, P.Q.	Trois-Rivières		See APP. "B"
JONQUIÈRE, P.Q.	Chicoutimi		—
Jordan Station, Ontario	Niagara Falls		—
Joyceville, Ontario	Kingston		—
Kaladar, Ontario	Kingston		—
KAMLOOPS, B.C.	Kamloops		—
Kanata, Ontario	Ottawa		—
KAPUSKASING, Ontario	Sudbury		—
Kars, Ontario	Ottawa		—
Kashabowie, Ontario	Thunder Bay		—
KEDGWICK, N.B.	Edmundston		—
KELOWNA, B.C.	Kelowna		—
Kemptville, Ontario	Prescott		—
KENORA, Ontario	Fort Frances		See APP. "B"
KENTVILLE, N.S.	Kentville		—
Keremeos, B.C.	Osoyoos	LB	—
Keswick, Ontario	Toronto East		—
Kettlebey, Ontario	Toronto West		—
Killaloe Station, Ontario	Ottawa		—
Kimberley, B.C.	Cranbrook		—
Kimberley, Ontario	Orillia		—
Kincardine, Ontario	Orillia		—
King City, Ontario	Toronto West		—
Kingsgate, B.C.	Kingsgate	LB	—
KINGSTON, Ontario	Kingston		—
Kingsville, Ontario	Windsor		—
KIRKLAND LAKE, Ontario	Sudbury		—
KITCHENER, Ontario	Kitchener		—



SELECTION AND CONTROL

COMMUNITY	RESPONSIBLE CIC	TYPE OF CIC	ITINERANT SERVICE
KITIMAT, B.C.	Prince Rupert	I	-
Kleinburg, Ontario	Toronto West	I	-
LA BAIE, P.Q.	Chicoutimi	I	-
LABRADOR CITY, Nfld.	Gander	AP	-
Lac-à-La-Tortue, P.Q.	Trois-Rivières	I	-
Lac Frontière, P.Q.	Quebec	I	-
Lachenaie, P.Q.	Montréal-Est	I	-
Lac La Biche, Alberta	Edmonton	I	-
LAC MEGANTIC, P.Q.	Sherbrooke	I	-
Lac Memphremagog, P.Q.	Rock Island	LB	-
LACHINE, P.Q.	René-Lévesque	I	-
LACHUTE, P.Q.	Mirabel	AP	-
Lacombe, Alberta	Red Deer	I	-
Ladysmith, B.C.	Nanaimo	I	-
La Have, N.S.	Kentville	I	-
Lake Cowichan, B.C.	Nanaimo	I	-
Lakeview, Ontario	Pearson Int'l	AP	-
La Macaza, P.Q.	Mirabel	AP	-
LA MALBAIE, P.Q.	Quebec	I	-
LANGLEY, B.C.	Surrey	I	-
L'ANNOUATION, P.Q.	Hull	I	-
Lansdowne, Ontario	Lansdowne	LB	-
LA POCATIÈRE, P.Q.	Quebec	I	-
La Prairie, P.Q.	Montréal	I	-
La Présentation, P.Q.	Montréal	I	-
LA RONGE, Sask.	Prince Albert	I	See APP. "B"
LA SALLE, P.Q.	René-Lévesque	I	-
LA SARRE, P.Q.	Val d'Or	I	-
L'Assomption, P.Q.	Trois-Rivières	I	-
La Tabatière, P.Q.	Sept-Îles	I	-
LA TUQUE, P.Q.	Trois-Rivières	I	-
Laurier, B.C.	Osoyoos	LB	-
Lauzon, P.Q.	Quebec	I	-
LAVAL, P.Q.	Montréal-Est	I	-
Laval des Rapides, P.Q.	Montréal-Est	I	-
Leaf Rapids, Manitoba	Winnipeg	I	-
LEAMINGTON, Ontario	Windsor	I	See APP. "B"
Leduc, Alberta	Edmonton	I	-
Lemoyne, P.Q.	Montréal	I	-
Lena, Manitoba	Emerson	LB	-
Lennoxville, P.Q.	Sherbrooke	I	-
L'Epiphanie, P.Q.	Montréal	I	-
Léry, P.Q.	Montréal	I	-
LETHBRIDGE, Alberta	Lethbridge	I	-
LEVIS, P.Q.	Quebec	I	-
Lewisporte, Nfld.	Gander	AP	-
Lillooet, B.C.	Kamloops	I	-
Lincoln, Ontario	Niagara Falls	I	-
Lindsay, Ontario	Oshawa	I	See APP. "B"
LISTOWEL, Ontario	Kitchener	I	-
Little Current, Ontario	Sudbury	I	-
Little Gold, Y.T.	Whitehorse	I	-
LIVERPOOL, N.S.	Kentville	I	-
LLOYDMINSTER, Alberta	Edmonton	I	See APP. "B"
Loch Lomond, N.B.	Saint John	I	-
Lockeport, N.S.	Yarmouth	I	-
Lombardy, Ontario	Prescott	I	-
LONDON, Ontario	London	I	-
Long Beach, Ontario	Fort Erie	I	-
Long Branch, Ontario	Toronto West	I	-
Long Lake, Ontario	Kingston	I	-
Longue Pointe, P.Q.	Montréal-Est	I	-



SELECTION AND CONTROL

COMMUNITY	RESPONSIBLE CIC	TYPE OF CIC	ITINERANT SERVICE
LONGUEUIL, P.Q.	Montréal		-
L'Orignal, Ontario	Ottawa		-
LOUISBOURG, N.S.	Sydney		-
LOUISEVILLE, P.Q.	Trois-Rivières		-
Lower Sackville, N.S.	Halifax		-
LUNENBURG, N.S.	Kentville		-
Lyleton, Manitoba	Emerson	LB	-
LYNN LAKE, Manitoba	Winnipeg		-
Lytton, B.C.	Kamloops		-
MACKENZIE, B.C.	Prince George		-
Madawaska, Ontario	Ottawa		-
Magalloway Road, P.Q.	Rock Island	LB	-
MAGOG, P.Q.	Sherbrooke		-
Mahone Bay, N.S.	Kentville		-
Malaric, P.Q.	Val d'Or		-
Malton, Ontario	Brampton		-
Manitoulin Island	Sudbury		-
Manitouwadge, Ontario	Thunder Bay		-
MANIWAKI, P.Q.	Hull		-
Mansonville, P.Q.	Rock Island	LB	-
Maple, Ontario	Toronto West		-
Maple Grove, P.Q.	Montréal		-
MAPLE RIDGE, B.C.	New Westminster		-
MARATHON, Ontario	Thunder Bay		-
Marievale, P.Q.	St. Bernard (Lacolle)		-
Marieville, P.Q.	Montréal		-
MARKHAM, Ontario	Toronto East		-
Mars Hill Road, N.B.	Woodstock	LB	-
MARYSTOWN, Nfld.	St. John's		-
Marysville, B.C.	Cranbrook		-
Masset, B.C.	Prince Rupert		-
Massey, Ontario	Sudbury		-
Matagami, P.Q.	Val d'Or		-
MATANE, P.Q.	Quebec		-
Mattawa, Ontario	Sudbury		-
Maxville, Ontario	Cornwall		-
Mayo-Elsa, Y.T.	Whitehorse		-
McAdam, N.B.	St. Stephen	LB	-
McBride, B.C.	Prince George		-
McDiarmid, Ontario	Thunder Bay		-
McMasterville, P.Q.	Montréal		-
MEADOW LAKE, Sask.	Saskatoon		-
Meaford, Ontario	Orillia		-
MEDICINE HAT, Alberta	Lethbridge		See APP. "B"
Medley, Alberta	Edmonton		-
Mégantic, P.Q.	Armstrong	LB	-
Meldrum Bay, Ontario	Sudbury		-
MELFORT, Sask.	Prince Albert		See APP. "B"
MELVILLE, Sask.	Regina		-
MERRITT, B.C.	Kamloops		-
Meteghan River, N.S.	Yarmouth		-
Michipicoten River, Ontario	Sault Ste. Marie		-
MIDDLETON, N.S.	Kentville		-
MIDLAND, Ontario	Orillia		-
Midway, B.C.	Osoyoos	LB	-
Millbrook, Ontario	Oshawa		-
Millhaven, Ontario	Kingston		-
Milltown, N.B.	St. Stephen	LB	-
MILTON, Ontario	Mississauga		-
Mimico, Ontario	Toronto West		-
MINTO, N.B.	Fredericton		-
Missinabie, Ontario	Sault Ste. Marie		-



SELECTION AND CONTROL

COMMUNITY	RESPONSIBLE CIC	TYPE OF CIC	ITINERANT SERVICE
MISSION, B.C.	Huntingdon	LB	-
MISSISSAUGA, Ontario	Mississauga	I	-
<u>Monchy, Sask.</u>	North Portal	LB	-
MONCTON, N.B.	Moncton	I	-
Mono Mills, Ontario	Brampton	I	-
MONT JOLI, P.Q.	Quebec	I	-
MONT-LAURIER, P.Q.	Hull	I	-
MONTMORENCY, P.Q.	Quebec	I	-
Mont Royal, P.Q.	René-Lévesque	I	-
Mont-Saint-Hilaire, P.Q.	Montréal	I	-
MONTAGUE, P.E.I.	Charlottetown	I	See APP. "B"
MONTMAGNY-L'ISLET, P.Q.	Armstrong	LB	-
Montebello, P.Q.	Hull	I	-
Monteith, Ontario	Sudbury	I	-
MONTREAL-EST, P.Q.	Montréal-Est	I	-
MONTREAL-NORD, P.Q.	René-Lévesque	I	-
MONTREAL-OUEST, P.Q.	René-Lévesque	I	-
Montreal River, Ontario	Sault Ste. Marie	I	-
MOOSE JAW, Sask.	Regina	I	See APP. "B"
MOOSONEE, Ontario	Sudbury	I	-
MORDEN, Manitoba	Winnipeg	I	-
Morell, P.E.I.	Charlottetown	I	-
Morris, Manitoba	Winnipeg	I	-
Morrisburg, Ontario	Cornwall	I	-
Morse's Line, P.Q.	St. Bernard (Lacolle)	I	-
Mosport, Ontario	Oshawa	I	-
Mount Albert, Ontario	Toronto East	I	-
Mount Dennis, Ontario	Toronto West	I	-
Mount Hope, Ontario	Hamilton	I	-
MOUNT PEARL, Nfld.	St. John's	I	-
Moyie Lake, B.C.	Cranbrook	LB	-
MULGRAVE, N.S.	New Glasgow	I	-
MURDOCHVILLE, P.Q.	Quebec	I	-
Murray's Bay, Ontario	London	I	-
Muskoka Falls, Ontario	Orillia	I	-
Nackawic, N.B.	Woodstock	I	-
Nakina, Ontario	Thunder Bay	I	-
NANAIMO, B.C.	Nanaimo	I	-
Napanee, Ontario	Kingston	I	-
Nashville, Ontario	Toronto West	I	-
Navan, Ontario	Ottawa	I	-
Neepawa, Manitoba	Brandon	I	-
Neguac, N.B.	Bathurst	I	-
NELSON, B.C.	Cranbrook	I	See APP. "B"
<u>Nelway, B.C.</u>	Kingsgate	LB	-
Nepean, Ontario	Ottawa	I	-
Nestor Falls, Ontario	Fort Frances	I	-
New Carlisle, P.Q.	Quebec	I	-
NEW GLASGOW, N.S.	New Glasgow	I	-
NEW LISKEARD, Ontario	Sudbury	I	-
NEW RICHMOND, P.Q.	Quebec	I	-
New Toronto, Ontario	Toronto West	I	-
NEW WATERFORD, N.S.	Sydney	I	-
NEW WESTMINSTER, B.C.	New Westminster	I	-
NEWCASTLE, N.B.	Bathurst	I	See APP. "B"
NEWMARKET, Ontario	Toronto East	I	-
NIAGARA FALLS, Ontario	Niagara Falls	I	-
Niagara-On-The-Lake, Ontario	Niagara Falls	I	-
Nickel Centre (Coniston), Ont.	Sudbury	I	-
Nicolet, P.Q.	Trois-Rivières	I	-
NIPAWIN, Sask.	Prince Albert	I	-
Nipigon, Ontario	Thunder Bay	I	-



SELECTION AND CONTROL

COMMUNITY	RESPONSIBLE CIC	TYPE OF CIC	ITINERANT SERVICE
Nippissing, Ontario	Orillia		—
Nobleton, Ontario	Toronto West		—
Noranda, P.Q.	Val d'Or		—
NORTH BATTLEFORD, Sask.	Saskatoon		See APP. "B"
NORTH BAY, Ontario	Sudbury		See APP. "B"
North Gower, Ontario	Ottawa		—
North Head, N.B.	St. Stephen	LB	—
North Pine, B.C.	Dawson Creek		—
North Portal, Sask.	North Portal	LB	—
NORTH SYDNEY, N.S.	Sydney		—
<u>Northgate, Sask.</u>	North Portal	LB	—
NORTH VANCOUVER, B.C.	Vancouver Metro		—
North York, Ontario	West of Bathurst — Toronto West East of Bathurst — Toronto East	 	— — — —
Norval, Ontario	Brampton		—
Notre-Dame, P.Q.	Montréal		—
Notre-Dame-de-Bonsecours, P.Q.	Montréal		—
Notre-Dame-de-St-Hyacinthe, P.Q.	Montréal		—
<u>Noyan, P.Q.</u>	St. Bernard (Lacolle)		—
Oakland, Ontario	Hamilton		—
Oak Ridges, Ontario	Toronto East		—
OAKVILLE, Ontario	Mississauga		—
Ocean Falls, B.C.	Prince Rupert		—
Oil City, Ontario	Sarnia		—
Ojibway, Ontario	Windsor		—
Old Crow, Y.T.	Whitehorse		—
O'LEARY, P.E.I.	Charlottetown		See APP. "B"
Oliver, B.C.	Osoyoos	LB	—
100 MILE HOUSE, B.C.	Kamloops		—
ORANGEVILLE, Ontario	Brampton		—
ORILLIA, Ontario	Orillia		—
Orleans, Ontario	Ottawa		—
Ormsby, Ontario	Kingston		—
Osgoode, Ontario	Ottawa		—
OSHAWA, Ontario	Oshawa		—
Osoyoos, B.C.	Osoyoos	LB	—
OTTAWA, Ontario	Ottawa		—
Otterburn Park, P.Q.	Montréal		—
<u>Oungre, Sask.</u>	North Portal	LB	—
Outremont, P.Q.	René-Lévesque		—
OWEN SOUND, Ontario	Orillia		See APP. "B"
Oxford Mills, Ontario	Prescott		—
Palermo, Ontario	Mississauga		—
Palgrave, Ontario	Brampton		—
Parkdale, Ontario	Toronto West		—
Parrsboro, N.S.	New Glasgow		—
PARRY SOUND, Ontario	Orillia		—
Paspebiac, P.Q.	Quebec		—
<u>Paterson, B.C.</u>	Kingsgate	LB	—
PEACE RIVER, Alberta	Grande Prairie		See APP. "B"
Peche Island, Ontario	Windsor		—
Pefferlaw, Ontario	Toronto East		—
<u>Pelee Island, Ontario</u>	Windsor		—
Pelham, Ontario	Niagara Falls		—
PEMBROKE, Ontario	Ottawa		—
Penetanguishene, Ontario	Orillia		—
PENTICTON, B.C.	Kelowna		—
Percé, P.Q.	Quebec		—
Perreault Falls, Ontario	Fort Frances		—
Perth-Andover, N.B.	Woodstock	LB	See APP. "B"



SELECTION AND CONTROL

COMMUNITY	RESPONSIBLE CIC	TYPE OF CIC	ITINERANT SERVICE
PERTH, Ontario	Ottawa	I	-
Petawawa, Ontario	Ottawa	I	-
PETERBOROUGH, Ontario	Oshawa	I	See APP. "B"
Petrolia, Ontario	Sarnia	I	-
Petitcodiac, N.B.	Moncton	I	-
Philipsburg, P.Q.	Philipsburg	LB	-
Pickle Crow, Ontario	Thunder Bay	I	-
PICTON, Ontario	Kingston	I	-
PICTOU, N.S.	New Glasgow	I	-
Pigeon River, Ontario	Pigeon River	LB	-
Pierrefond, P.Q.	Dorval	AP	-
PIERREVILLE, P.Q.	Trois-Rivières	I	-
<u>Piney, Manitoba</u>	Emerson	LB	-
Pitt Meadows, B.C.	New Westminster	I	-
PLACENTIA, Nfld.	St. John's	I	-
PLASTER ROCK, N.B.	Woodstock	LB	-
Pleasant Camp, Y.T.	Whitehorse	I	-
PLESSISVILLE, P.Q.	Sherbrooke	I	-
<u>Pohénégamook, P.Q.</u>	Armstrong	LB	-
Pointe Albino, Ontario	Fort Erie	I	-
<u>Pointe Alexandria, Ontario</u>	Kingston	I	-
Pointe-au-Pic, P.Q.	Chicoutimi	I	-
Pointe-aux-Trembles, P.Q.	Montréal-Est	I	-
POINTE-CLAIRE, P.Q.	Dorval	AP	-
Pointe du Chene, N.B.	Moncton	I	-
Pointe-Gatineau, P.Q.	Hull	I	-
Porcupine, Ontario	Sudbury	I	-
PORT-AUX-BASQUES, Nfld.	Gander	AP	-
PORT ALBERNI, B.C.	Nanaimo	I	-
Port Alfred, P.Q.	Chicoutimi	I	-
Port Alice, B.C.	Nanaimo	I	-
Port Burwell, Ontario	London	I	-
PORT CARTIER, P.Q.	Sept-Îles	I	-
PORT COLBORNE, Ontario	Fort Erie	I	-
Port Coquitlam, B.C.	New Westminster	I	-
Port Credit, Ontario	Mississauga	I	-
Port Dover, Ontario	Woodstock	I	-
PORT HARDY, B.C.	Nanaimo	I	-
Port Hawksbury, B.C.	Victoria	I	-
PORT HAWKSURY, N.S.	Sydney	I	See APP. "B"
Port Hood, N.S.	Sydney	I	-
PORT HOPE, Ontario	Oshawa	I	-
<u>Port Lambton, Ontario</u>	Sarnia	I	-
Port Maitland, Ontario	Fort Erie	I	-
Port McNeill, B.C.	Nanaimo	I	-
Port Metcalfe, Ontario	Kingston	I	-
Port Moody, B.C.	New Westminster	I	-
Port Stanley, Ontario	London	I	-
Port Williams, N.S.	Kentville	I	-
PORTAGE-LA-PRAIRIE, Manitoba	Winnipeg	I	-
POSTE-DE-LA-BALEINE, P.Q.	Sept-Îles	L	-
POWELL RIVER, B.C.	Nanaimo	I	-
Prairie Portage, Ontario	Fort Frances	I	-
PRESCOTT, Ontario	Prescott	I	-
Presqu'île Point, Ontario	Oshawa	I	-
PRINCE ALBERT, Sask.	Prince Albert	I	-
PRINCE GEORGE, B.C.	Prince George	I	-
PRINCE RUPERT, B.C.	Prince Rupert	I	-
PRINCETON, B.C.	Osoyoos	LB	-
Procter, B.C.	Cranbrook	LB	-
Pugwash, N.S.	New Glasgow	I	-
Quadeville, Ontario	Ottawa	I	-

SELECTION AND CONTROL

COMMUNITY	RESPONSIBLE CIC	TYPE OF CIC	ITINERANT SERVICE
Qu'Appelle, Sask.	Regina		—
Quatsino, B.C.	Nanaimo		—
Queensborough, Ontario	Kingston		—
Queenston, Ontario	Niagara Falls		—
Queensville, Ontario	Toronto East		—
QUEBEC, P.Q.	Quebec		—
QUESNEL, B.C.	Prince George		See APP. "B"
Quetico Centre, Ontario	Thunder Bay		—
Quibell, Ontario	Fort Frances		—
Quill Lake, Sask.	Saskatoon		—
Quinton, Sask.	Saskatoon		—
Rainville, P.Q.	Montréal		—
<u>Rainy River, Ontario</u>	Rainy River		—
Raith, Ontario	Thunder Bay		—
RANKIN INLET, N.W.T.	Yellowknife		—
RED DEER, Alberta	Red Deer		—
Red Lake, Ontario	Fort Frances		—
Red Rock, Ontario	Thunder Bay		—
REGINA, Sask.	Regina		—
<u>Regway, Sask.</u>	North Portal	LB	—
RENFREW, Ontario	Ottawa		—
Renous, N.B.	Bathurst		—
REPENTIGNY, P.Q.	Montréal—Est		—
REVELSTOKE, B.C.	Kamloops		—
REXDALE, Ontario	Toronto West		—
Richard's Landing, Ontario	Sault Ste. Marie		—
Richelieu, P.Q.	Montréal		—
RICHIBUCTO, N.B.	Moncton		—
RICHMOND, B.C.	Vancouver		—
Richmond, Ontario	Ottawa		—
RICHMOND, P.Q.	Sherbrooke		—
Richmond Hill, Ontario	Toronto East		—
RIMOUSKI, P.Q.	Quebec		—
Ringwood, Ontario	Toronto East		—
<u>River de Chute, N.B.</u>	Woodstock	LB	—
Rivière—des—Prairies, P.Q.	Montréal—Est		—
RIVIÈRE—DU—LOUP, P.Q.	Quebec		—
Robertsonville, P.Q.	Armstrong	LB	—
ROBERVAL, P.Q.	Chicoutimi		—
Rock Island, P.Q.	Rock Island	LB	—
Rockliffe, Ontario	Ottawa		—
Rockport, Ontario	Lansdowne	LB	—
ROCKY HARBOUR, Nfld.	Gander		—
ROCKY MOUNTAIN HOUSE, Alberta	Red Deer		See APP. "B"
<u>Rossville, B.C.</u>	Kingsgate	LB	—
Rossland, B.C.	Cranbrook	LB	—
Rougemont, P.Q.	Montréal		—
ROUYN, P.Q.	Val d'Or		—
Roxton Falls, P.Q.	Montréal		—
Roxton Sud, P.Q.	Montréal		—
Ruskin, B.C.	New Westminster		—
<u>Rykerts, B.C.</u>	Kingsgate	LB	—
SACKVILLE, N.B.	Moncton		—
SACRÉ—COEUR, P.Q.	Chicoutimi		—
Saganaga Lake, Ontario	Thunder Bay		—
Saint—Georges, P.Q.	Armstrong	LB	—
SAINT JOHN, N.B.	Saint John		—
Saint—Ludger, P.Q.	Quebec		—
Saint—Malachie, P.Q.	Armstrong	LB	—
<u>Saint—Pamphile, P.Q.</u>	Quebec		—
Saint—Zacharie, P.Q.	Quebec		—
SALLUIT, P.Q.	Sept—Îles		—



SELECTION AND CONTROL

COMMUNITY	RESPONSIBLE CIC	TYPE OF CIC	ITINERANT SERVICE
Salmo, B.C.	Kingsgate	LB	-
SALMON ARM, B.C.	Kamloops	I	-
Sandpoint Lake, Ontario	Fort Frances	I	-
Sandspit, B.C.	Prince Rupert	I	-
Sardis, B.C.	Huntingdon	LB	-
SARNIA, Ontario	Sarnia	I	-
SASKATOON, Sask.	Saskatoon	I	-
SAULT STE. MARIE, Ontario	Sault Ste. Marie	I	-
Savant Lake, Ontario	Thunder Bay	I	-
SCARBOROUGH, Ontario	Toronto East	I	-
Shefferville, P.Q.	Sept-Îles	I	-
Schomberg, Ontario	Toronto West	I	-
Schreiber, Ontario	Thunder Bay	I	-
Schumacher, Ontario	Sudbury	I	-
Scobey, Sask.	North Portal	LB	-
Seal Cove, B.C.	Prince Rupert	I	-
Seal Cove, N.B.	St. Stephen	LB	-
SECHELT, B.C.	Vancouver	I	-
SELKIRK, Manitoba	Winnipeg	I	-
SENNETERRE, P.Q.	Val d'Or	I	-
SEPT-ÎLES, P.Q.	Sept-Îles	I	-
Sharon, Ontario	Toronto East	I	-
SHAWINIGAN, P.Q.	Trois-Rivières	I	-
Shawville, P.Q.	Hull	I	-
SHEDIAC, N.B.	Moncton	I	-
Sheet Harbour, N.S.	Halifax	I	-
SHELBURNE, N.S.	Yarmouth	I	-
SHERBROOKE, P.Q.	Sherbrooke	I	-
SHIPPEGAN, N.B.	Bathurst	I	-
Sicamous, B.C.	Kamloops	I	-
Sidney, B.C.	Victoria	I	-
SIMCOE, Ontario	Woodstock	I	See APP. "B"
Sioux Lookout, Ontario	Fort Frances	I	-
Sioux Narrows, Ontario	Fort Frances	I	-
SLAVE LAKE, Alberta	Edmonton	I	-
SMITHERS, B.C.	Prince George	I	See APP. "B"
SMITH'S FALLS, Ontario	Ottawa	I	-
Smooth Rock Falls, Ontario	Sudbury	I	-
Snelgrove, Ontario	Brampton	I	-
<u>Snow Flake, Manitoba</u>	Emerson	LB	-
<u>Sombra, Ontario</u>	Sarnia	I	-
SOREL, P.Q.	Trois-Rivières	I	See APP. "B"
SOURIS, P.E.I.	Charlottetown	I	See APP. "B"
Southampton, Ontario	Orillia	I	-
<u>South Junction, Manitoba</u>	Emerson	LB	-
Sparwood, B.C.	Cranbrook	I	-
Spencerville, Ontario	Prescott	I	-
Spragge, Ontario	Sault Ste. Marie	I	-
<u>Sprague, Manitoba</u>	Emerson	LB	-
SPRINGDALE, Nfld.	Gander	AP	-
SPRINGHILL, N.S.	New Glasgow	I	-
Spruce Grove, Alberta	Edmonton	I	-
SQUAMISH, B.C.	Vancouver	I	-
Stag Island, Ontario	Sarnia	I	-
<u>Stanhope, P.Q.</u>	Rock Island	LB	-
Stave Falls, B.C.	New Westminster	I	-
STEINBACH, Manitoba	Winnipeg	I	-
STEPHENVILLE, Nfld.	Gander	I	-
STETTLER, Alberta	Red Deer	I	See APP. "B"
Stewart, B.C.	Prince Rupert	I	-
Stikine, B.C.	Prince Rupert	I	-
Stittsville, Ontario	Ottawa	I	-



SELECTION AND CONTROL

COMMUNITY	RESPONSIBLE CIC	TYPE OF CIC	ITINERANT SERVICE
STONY CREEK, Ontario	Hamilton	I	-
Stouffville, Ontario	Toronto East	I	-
STRATFORD, Ontario	Kitchener	I	-
Strathroy, Ontario	London	I	-
Streetsville, Ontario	Mississauga	I	-
St. Albert, Alberta	Edmonton	I	-
St. Andrews, N.B.	St. Stephen	LB	-
ST. ANTHONY, Nfld.	Gander	AP	-
<u>St. Augustine de Woburn, P.Q.</u>	Sherbrooke	I	-
St. Bernard, P.Q.	St. Bernard (Lacolle)	I	-
St. Boniface, Manitoba	Winnipeg	I	-
ST. CATHARINES, Ontario	Niagara Falls	I	See APP. "B"
<u>St. Croix, N.B.</u>	St. Stephen	LB	-
St. Cyprien, P.Q.	Quebec	I	-
ST. EUSTACHE, P.Q.	Mirabel	I	-
St. François, P.Q.	Montréal-Est	I	-
St. George, N.B.	St. Stephen	LB	-
St. Honoré, P.Q.	Chicoutimi	I	-
ST. HUBERT, P.Q.	Monterégie	I	-
ST. HYACINTHE, P.Q.	Monterégie	I	-
St-Jacques, P.Q.	Montréal-Est	I	-
St-Jean-de-Dieu, P.Q.	Montréal-Est	I	-
ST-JEAN-SUR-RICHELIEU, P.Q.	Monterégie	I	See APP. "B"
ST. JÉRÔME, P.Q.	Mirabel	AP	-
ST. JOHN'S, Nfld.	St. John's	I	-
St. Joseph Island, Ontario	Sault Ste. Marie	I	-
St. Juste-de-Bretenières, P.Q.	Quebec	I	-
St-Lambert, P.Q.	Monterégie	I	-
ST. LAURENT, P.Q.	René-Lévesque	I	-
St. Leonard, N.B.	St. Leonard	LB	-
St. Léonard, P.Q.	Montréal-Est	I	-
St. Mary's, Ontario	Kitchener	I	-
ST. PAUL, Alberta	Edmonton	I	See APP. "B"
St. Paul l'Ermite, P.Q.	Montréal-Est	I	-
St. Philémon, P.Q.	Armstrong	LB	-
St. Pierre, P.Q.	René-Lévesque	I	-
ST. QUENTIN, N.B.	Edmundston	LB	-
St-Roch-de-l'Achigan, P.Q.	Montréal-Est	I	-
ST. STEPHEN, N.B.	St. Stephen	LB	-
ST. THOMAS, Ontario	London	I	See APP. "B"
St. Vincent-de-Paul, P.Q.	Montréal-Est	I	-
STE-AGATHE (Laurentides), P.Q.	Mirabel	AP	-
Ste-Agathe (Lotbinière), P.Q.	Quebec	I	-
STE-ANNE-DES-MONTS, P.Q.	Quebec	I	-
Ste-Anne des Plaines, P.Q.	Mirabel	AP	-
STE-MARIE-DE-BEAUCE, P.Q.	Armstrong	LB	-
Ste. Apolline, P.Q.	Armstrong	LB	-
Ste. Aurélie, P.Q.	Quebec	I	-
Ste. Dorothee, P.Q.	Montréal-Est	I	-
Ste. Lucie, P.Q.	Armstrong	LB	-
Ste. Rose, P.Q.	Montréal-Est	I	-
STE-THÉRÈSE, P.Q.	Mirabel	AP	-
Stellarton, N.S.	New Glasgow	I	-
STURGEON FALLS, Ontario	Sudbury	I	-
SUDBURY, Ontario	Sudbury	I	-
SUMMERSIDE, P.E.I.	Charlottetown	I	See APP. "B"
SUNDANCE, Manitoba	Winnipeg	I	-
SURREY, B.C.	Surrey	I	-
SUSSEX, N.B.	Saint John	I	-
Sutton, P.Q.	Rock Island	LB	-
SWAN RIVER, Manitoba	Brandon	I	-
Swansea, Ontario	Toronto West	I	-



SELECTION AND CONTROL

COMMUNITY	RESPONSIBLE CIC	TYPE OF CIC	ITINERANT SERVICE
Swastika, Ontario	Sudbury		-
SWIFT CURRENT, Sask.	Regina		See APP. "B"
SYDNEY, N.S.	Sydney		-
Sydney Mines, N.S.	Sydney		-
Tasu, B.C.	Prince Rupert		-
Témiscaming, P.Q.	Val d'Or		-
TERRACE, B.C.	Prince Rupert		-
Terrace Bay, Ontario	Thunder Bay		-
Terra Cotta, Ontario	Brampton		-
TERREBONNE, P.Q.	Mirabel	AP	-
THE PAS, Manitoba	Brandon		-
THETFORD MINES, P.Q.	Sherbrooke		-
THOMPSON, Manitoba	Winnipeg		See APP. "B"
Thornhill, Ontario	Toronto East		-
Thorold, Ontario	Niagara Falls		-
THUNDER BAY, Ontario	Thunder Bay		-
Thurso, P.Q.	Hull		-
Tiguish, P.E.I.	Charlottetown		-
TILLSONBURG, Ontario	Woodstock		See APP. "B"
TIMMINS, Ontario	Sudbury		See APP. "B"
Tobermory, Ontario	Orillia		-
<u>Tolstoi, Manitoba</u>	Emerson	LB	-
TORONTO EAST, Ontario	West to Bathurst, South to Danforth & North to Markham - Toronto East		-
TORONTO WEST, Ontario	East to Bathurst South to Lake Ontario & North to Vaughan - Toronto West		-
TORONTO CENTRAL, Ontario	Bordered by Danforth on the North, Bathurst on the West, Lake Ontario on the South & Warden Ave. on the East - Toronto Central		-
<u>Torquay, Sask.</u>	North Portal	LB	-
Torrance, Ontario	Orillia		-
Tracadie, N.B.	Bathurst		-
TRAIL, B.C.	Cranbrook		See APP. "B"
Tralee, Ontario	Kitchener		-
TRENTON, Ontario	Kingston		-
TROIS-RIVIÈRES, P.Q.	Trois-Rivières		-
Trout Lake, Ontario	Sudbury		-
<u>Trout River, P.Q.</u>	St. Bernard (Lacolle)		-
TRURO, N.S.	New Glasgow		-
Tumbler, B.C.	Dawson Creek		-
Tweed, Ontario	Belleville		-
Ucluelet, B.C.	Nanaimo		-
Udney, Ontario	Oshawa		-
Udora, Ontario	Oshawa		-
Udoro, Ontario	Toronto East		-
Uffington, Ontario	Orillia		-
Ufford, Ontario	Orillia		-
Ullswater, Ontario	Orillia		-
Ulverton, P.Q.	Sherbrooke		-
Underwood, Ontario	Orillia		-
Union, Ontario	London		-
Union Creek, Ontario	Oshawa		-
Unionville, Ontario	Toronto East		-
Unity, Sask.	Saskatoon		-
Unwin, Sask.	Saskatoon		-



SELECTION AND CONTROL

COMMUNITY	RESPONSIBLE CIC	TYPE OF CIC	ITINERANT SERVICE
Uphill, Ontario	Oshawa		-
Uptergrove, Ontario	Oshawa		-
Upton, P.Q.	Montérégie		-
Upsala, Ontario	Thunder Bay		-
Uranium City, Sask.	Prince Albert		-
Usherville, Sask.	Regina		-
Utterson, Ontario	Orillia		-
Uxbridge, Ontario	Oshawa		-
VAL D'OR, P.Q.	Val d'Or		-
Valemont, B.C.	Prince George		-
VALLEYFIELD, P.Q.	St. Bernard (Lacolle)		See APP. "B"
Valleyview, Alberta	Grande Prairie		-
VANCOUVER, B.C.	Vancouver		-
Vancouver West, B.C.	Vancouver		-
VANDERHOFF, B.C.	Prince George		See APP. "B"
Vandorf, Ontario	Toronto East		-
VANIER, Ontario	Ottawa		-
Vanklœek Hill, Ontario	Cornwall		-
Varennnes, P.Q.	Montérégie		-
Vars, Ontario	Ottawa		-
Vaughan, Ontario	Toronto West		-
Vegreville, Alberta	Edmonton		-
Verchères, P.Q.	Montérégie		-
VERDUN, P.Q.	René-Lévesque		-
Vermillion, Alberta	Edmonton		-
VERNON, B.C.	Kelowna		-
Vernon, Ontario	Ottawa		-
VICTORIA, B.C.	Victoria		-
Victoria, Ontario	Brampton		-
Victoria Square, Ontario	Toronto East		-
VICTORIAVILLE, P.Q.	Sherbrooke		-
Ville d'Anjou, P.Q.	Montréal-Est		-
VILLE-MARIE, P.Q.	Val d'Or		-
VILLE-ST. GEORGES, P.Q.	Armstrong	LB	-
VILLE-ST. GABRIEL, P.Q.	Quebec		-
VILLE-ST. LAURENT, P.Q.	Montréal-Est		-
Vimont, P.Q.	Montréal-Est		-
Vulcan, Alberta	Calgary		-
Wabana, Nfld.	Gander	AP	-
Wabush, Nfld.	Gander	AP	-
WAINRIGHT, Alberta	Edmonton		-
Wakefield, P.Q.	Hull		-
WALKERTON, Ontario	Orillia		-
WALLACEBURG, Ontario	Sarnia		-
Walpole Island, Ontario	Sarnia		-
Walton, N.S.	Kentville		-
Waneta, B.C.	Kingsgate	LB	-
WATERLOO, Ontario	Kitchener		-
WATERLOO, P.Q.	Sherbrooke		-
Waterton Lakes, Alberta	Carway	LB	-
Waterville, N.S.	Kentville		-
Watson Lake, Y.T.	Whitehorse		-
Wawa, Ontario	Sault Ste. Marie		-
Wedgeport, N.S.	Yarmouth		-
WELLAND, Ontario	Fort Erie		See APP. "B"
Wellington, P.E.I.	Charlottetown		-
Welshpool, N.B.	St. Stephen	LB	-
West Hill, Ontario	Toronto East		-
Westmount, P.Q.	René-Lévesque		-
WESTON, Ontario	Toronto West		-
West Poplar River, Sask.	North Portal	LB	-
Westville, N.S.	New Glasgow		-



SELECTION AND CONTROL

COMMUNITY	RESPONSIBLE CIC	TYPE OF CIC	ITINERANT SERVICE
WETASKIWIN, Alberta	Edmonton		-
WEYBURN, Sask.	Regina		-
Weymouth, N.S.	Yarmouth		-
Whistler, B.C.	Vancouver		-
WHITBY, Ontario	Oshawa		-
WHITEHORSE, Y.T.	Whitehorse		-
White River, Ontario	Sault Ste. Marie		-
White Rock, B.C.	Surrey		-
Whonnock, B.C.	New Westminster		-
Warton, Ontario	Orillia		-
<u>Wild Horse, Alberta</u>	Coutts	LB	-
WILLIAMS LAKE, B.C.	Kamloops		See APP. "B"
<u>Willow Creek, Sask.</u>	North Portal	LB	-
WILLOWDALE, Ontario	Toronto North		-
Wilson's Beach, N.B.	St. Stephen	LB	-
Windermere, B.C.	Cranbrook		-
Windsor, Nfld.	St. John's		-
WINDSOR, N.S.	Kentville		-
WINDSOR, Ontario	Windsor		-
Windsor, P.Q.	Sherbrooke		-
<u>Windygates, Manitoba</u>	Emerson	LB	-
Wingham, Ontario	Kitchener		-
<u>Winkler, Manitoba</u>	Emerson	LB	-
WINNIPEG, Manitoba	Winnipeg		-
<u>Woburn, P.Q.</u>	Sherbrooke		-
Wolfville, N.S.	Kentville		See APP. "B"
Woodbridge, Ontario	Toronto West		-
WOODSTOCK, N.B.	Woodstock	LB	-
WOODSTOCK, Ontario	Woodstock		-
Yarbo, Sask.	Regina		-
Yarker, Ontario	Kingston		-
YARMOUTH, N.S.	Yarmouth		-
Yellow Creek, Sask.	Saskatoon		-
Yellow Grass, Sask.	Regina		-
YELLOWKNIFE, N.W.T.	Yellowknife		-
York, Ontario	Toronto Central		-
YORKTON, Sask.	Regina		See APP. "B"
Youbou, B.C.	Nanaimo		-
Young, Sask.	Saskatoon		-
Youngs Point, Ontario	Oshawa		-
Youngstown, Alberta	Edmonton		-
Zealandia, Sask.	Saskatoon		-
Zehner, Sask.	Regina		-
Zelma, Sask.	Saskatoon		-
Zeneta, Sask.	Regina		-
Zenon Park, Sask.	Prince Albert		-
Zephyr, Ontario	Oshawa		-
Zumbro, Sask.	Saskatoon		-
Zurich, Ontario	Kitchener		-

2) Updates and Revision

Regional management is responsible for keeping the above list up to date. Revisions are to be sent to the Chief, Editing and Publishing, Immigration Support Services at NHQ as and when required, quoting NHQ file 8070-1.

29.11 - 29.13 SPARES



29.14 ESTABLISHMENT, CLOSURE OR MOVE OF CIC FACILITIES

1) Information to be Provided

Whenever plans are made to open a full-time CIC, to close/move an existing facility, or to effect changes to the regularly scheduled itinerant services and CIC jurisdictions, full details are to be sent as early as possible in the process to the Executive Director, Immigration Operations, at NHQ for the attention of the Director, Immigration Support Services. This includes details on the provision (or deletion) of summer service at ports of entry normally staffed by Customs officers only (see IS 29.09 2)), as well as specialty operations such as Enforcement CICs and Appeals offices.

2) Distribution of Information

- a) Immediately upon receipt of such advice, the ISS Branch will alert senior Immigration HQ management, other regions, posts abroad, CSIS, RCMP and Health and Welfare Canada.
- b) The information will also be circulated immediately within P&PM for purposes of program data controls, control of key forms and classified manuals, as well as service delivery and resource analysis.

29.15 IMMIGRATION INFORMATION FOR PUBLIC DISTRIBUTION

1) Distribution of Pamphlets

An integral part of service delivery to the public is the display and distribution of up-to-date informational pamphlets designed to convey pertinent details on the various Immigration programs to would-be immigrants, visitors, sponsors of immigrants/refugees, returning residents, students, temporary workers, employers, etc. The EIC Publications Catalogue lists EIC publications, audio visual materials and exhibits available to EIC staff and the general public.

2) Complaints

A good portion of service delivery complaints received at NHQ (usually addressed to the Minister) relate to erroneous information received through outdated pamphlets, or to the fact that a specific office in Canada or abroad displays few, if any, such pamphlets.

3) Corrective Measures

All service delivery offices in Canada will therefore ensure that they have (and maintain) a copy of the EIC Publications Catalogue, that their supplies of pamphlets/booklets are current editions, and that copies of each applicable publication are prominently displayed in an area of the office accessible to the public.

4) The EIC Publications Catalogue

Any office in Canada not in possession of a EIC Publications Catalogue should contact the following address requesting a copy (be sure to provide your complete return mailing address):

Employment & Immigration Canada
Public Enquiries Centre
Public Affairs
OTTAWA, Ontario
K1A 0J9 Canada

29.16 ON... SPARES



SELECTION AND CONTROL



APPENDIX "A"
REGIONAL DIRECTORS/DIRECTORS GENERAL OF IMMIGRATION
(Reference at IS 29.05)

NEWFOUNDLAND

Director Immigration
C.E.I.C.
167 Kenmount Road
P.O. Box 12051
ST. JOHN'S, Nfld.
A1B 3Z4
Telephone: (709) 772-4071
FAX: (709) 772-2934

PRINCE EDWARD ISLAND

Director Immigration
C.E.I.C.
87 Fitzroy Street
P.O. Box 8000
CHARLOTTETOWN, P.E.I.
C1A 8K1
Telephone: (902) 566-7736
FAX: (902) 566-8355

NOVA SCOTIA

Director Immigration
C.E.I.C.
Metropolitan Place
99 Wyse Road, 5th floor
P.O. Box 1350
DARTMOUTH, N.S.
B2Y 4B9
Telephone: (902) 426-2905
FAX: (902) 426-4215

NEW BRUNSWICK

Director Immigration
C.E.I.C.
Hanwell Road
P.O. Box 2600
FREDERICTON, N.B.
E3B 5V6
Telephone: (506) 452-3707
FAX: (506) 452-2404

ALBERTA/N.W.T.

Director Immigration
C.E.I.C.
Suite 1440, Canada Place
9700 Jasper Avenue
EDMONTON, Alta.
T5J 4C1
Telephone: (403) 420-2385
FAX: (403) 495-5451

QUEBEC

Director General Immigration
C.E.I.C.
1441 St. Urbain St.
MONTREAL, Quebec
H3C 3L4
Telephone: (514) 283-4900
FAX: (514) 496-2060

ONTARIO

Director General Immigration
C.E.I.C.
4900 Yonge St., Ste. 700
WILLOWDALE, Ontario
M2N 6A8
Telephone: (416) 224-4509
FAX: (416) 224-3996

MANITOBA

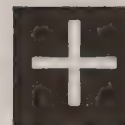
Director Immigration
C.E.I.C.
Room 500, Paris Bldg.
259 Portage Ave.
WINNIPEG, Manitoba
R3B 2A9
Telephone: (204) 949-3754
FAX: (204) 983-2867

SASKATCHEWAN

Director Immigration
C.E.I.C.
2101 Scarth St., Rm. 304
REGINA, Sask.
S4P 2H9
Telephone: (306) 780-6512
FAX: (306) 780-5940

BRITISH COLUMBIA/YUKON

Director Immigration
C.E.I.C.
Royal Centre
1055 Georgia St. West
P.O. Box 11145
VANCOUVER, B.C.
V6E 2P8
Telephone: (604) 666-6301
FAX: (604) 666-1927



SELECTION AND CONTROL

APPENDIX "B"

CANADA IMMIGRATION CENTRES – ADDRESSES AND ITINERANT SERVICE SCHEDULE
(Reference at Chapter IS 29.08)

CIC Address	Regularly Scheduled Itinerant Service (see IS 29.08 2))
NEWFOUNDLAND REGION	
Canada Immigration Centre Frazer Road, P.O. Box 130 GANDER, Newfoundland A1V 1W5 Telephone: (709) 256-6570 FAX: (709) 256-6725 Code: 1104	None
Canada Immigration Centre Sir Humphrey Gilbert Bldg. 175-177 Duckworth St. East P.O. Box 5817 ST. JOHN'S, Newfoundland A1C 5X3 Telephone: (709) 772-5388 Code: 1129	None
PRINCE EDWARD ISLAND REGION	
Canada Immigration Centre 85 Fitzroy Street P.O. Box 8000 CHARLOTTETOWN, P.E.I. C1A 8K1 Telephone: (902) 566-7735 FAX: (902) 566-8355 Code: 1908	Montague – 1st Tuesday each month O'Leary – 4th Thursday each month Summerside – 2nd Thursday each month Souris – 3rd Tuesday each month
NOVA SCOTIA REGION	
Canada Immigration Centre 5657 Spring Garden Road Fourth Floor, Park Lane HALIFAX, N.S. B3J 3R4 Telephone: (902) 426-2970 FAX: (902) 426-4241 Code: 1504	None



APPENDIX "B"
CANADA IMMIGRATION CENTRES – ADDRESSES AND ITINERANT SERVICE SCHEDULE
(Reference at Chapter IS 29.08)

CIC Address

Regularly Scheduled Itinerant Service
(see IS 29.08 2))

NOVA SCOTIA REGION (cont'd)

Halifax International Airport
c/o 5657 Spring Garden Road
Fourth Floor, Park Lane
HALIFAX, N.S.
B3J 3R4
Telephone: (902) 873-1320
FAX: (902) 873-1323
Code: 1301

None

Canada Immigration Centre
495 Main Street, 1st floor
P.O. Box 150
KENTVILLE, N.S.
B4N 3W5

Telephone: (902) 679-5566
FAX: (902) 679-5786
Code: 1519

None

Canada Immigration Centre
340 East River Road
NEW GLASGOW, N.S.
B3H 3P7

Telephone: (902) 755-7815
FAX: (902) 755-7814
Code: 1229

None

Canada Immigration Centre
136 Charlotte Street
Box 850
SYDNEY, N.S.
B1P 6J3

Telephone: (902) 564-7045
FAX: (902) 564-3957
Code: 1262

None

Canada Immigration Centre
3 Lovitte Street
YARMOUTH, N.S.

B5A 4B1
Telephone: (902) 742-0800
FAX: (902) 742-0807
Code: 1278

None



SELECTION AND CONTROL

APPENDIX "B"
CANADA IMMIGRATION CENTRES – ADDRESSES AND ITINERANT SERVICE SCHEDULE
(Reference at Chapter IS 29.08)

CIC Address	Regularly Scheduled Itinerant Service (see IS 29.08 2))
NEW BRUNSWICK REGION	
Canada Immigration Centre Nicholas Denys Bldg. Harbourview Blvd. P.O. Box 720 BATHURST, N.B. E2A 3Z6 Telephone: (506) 548-7985 FAX: (506) 548-7192 Code: 1651	Dalhousie – 1st Wednesday of each month Campbellton – 1st Thursday of each month Newcastle – 3rd Thursday of each month
Canada Immigration Centre 12 Bridge Street EDMUNDSTON, N.B. E3V 1K5 Telephone: (506) 739-1050 FAX: (506) 735-1898 Code: 1610	None
Canada Immigration Centre Kings Place 440 King St., P.O. Box 55 FREDERICTON, N.B. E3B 4Y2 Telephone: (506) 452-3090 FAX: (506) 452-2405 Code: 1614	None
Canada Immigration Centre 1600 Main Street, Suite 211 P.O. Box 1049 MONCTON, N.B. E1C 8P2 Telephone: (506) 851-6780 FAX: (506) 851-2240 Code: 1627	Buctouche – 1st Wednesday of each month Richibucto – 1st Thursday of each month
Canada Immigration Centre 189 Prince William Street P.O. Box 6248, Str. "A" SAINT JOHN, N.B. E2L 4R7 Telephone: (506) 636-4587 FAX: (506) 636-5073 Code: 1697	Sussex – 2nd Tuesday of each month



APPENDIX "B"
CANADA IMMIGRATION CENTRES – ADDRESSES AND ITINERANT SERVICE SCHEDULE
(Reference at Chapter IS 29.08)

CIC Address	Regularly Scheduled Itinerant Service (see IS 29.08 2))
NEW BRUNSWICK REGION (cont'd)	
Canada Immigration Centre Customs & Immigration Office P.O. Box 388 ST. LEONARD, N.B. E0L 1M0 Telephone: (506) 423-6462 FAX: (506) 423-6282 Code: 1649	None
Canada Immigration Centre Highway Inspection Bldg. Ferry Point Bridge P.O. Box 400 ST. STEPHEN, N.B. E3L 2X3 Telephone: (506) 466-2345 FAX: (506) 466-6429 Code: 1663	None
Canada Immigration Centre R.R. # 3, Route 95 International Boundary WOODSTOCK, N.B. E0J 2B0 Telephone: (506) 325-3270 FAX: (506) 325-3276 Code: 1677	Perth/Andover – 3rd Tuesday of each month Centerville – 4th Tuesday of every second month
QUEBEC REGION	
Canada Immigration Centre Édifice des douanes Beauce sud via Linière ARMSTRONG, Quebec G0M 1J0 Telephone: (418) 597-3824 FAX: (418) 597-3860 Code: 2509	None
Canada Immigration Centre Federal Bldg. Route 15 BLACKPOOL, Quebec J0J 1V0 Telephone: (514) 246-3831 FAX: (514) 246-4143 Code: 2556	None



SELECTION AND CONTROL

APPENDIX "B"
CANADA IMMIGRATION CENTRES - ADDRESSES AND ITINERANT SERVICE SCHEDULE
(Reference at Chapter IS 29.08)

<u>CIC Address</u>	<u>Regularly Scheduled Itinerant Service</u> (see 29.08 2))
Canada Immigration Centre, 100 Lafontaine Ave., 1st Floor, CHICOUTIMI, Quebec G7H 6X2 Telephone: (418) 543-0228 FAX: (418) 543-5359 Code: 2314	None
Canada Immigration Centre, Montreal International Airport, 975 Roméo Vachon Blvd., Suite 233, DORVAL, Quebec H4Y 1H1 Telephone: (514) 636-5983 FAX: (514) 636-9840 Code: 2476	None
Canada Immigration Centre, Port de Montreal P.O. Box 224, Station "M", MONTREAL, Quebec H1V 3L8 Telephone: (514) 283-4260 Code: 2633	None
Canada Immigration Centre, 259 St. Joseph Boulevard, HULL, Quebec J8Y 3X7 Telephone: (819) 997-2911 Code: 2104	None
Canada Immigration Centre - Montérégie, 999, Taschereau Boulevard, Bureau 189, GREENFIELD PARK, Quebec J4V 3M3 Telephone: (514) 923-3303 FAX: (514) 923-8801 Code: 2474	None



SELECTION AND CONTROL

APPENDIX "B"
CANADA IMMIGRATION CENTRES – ADDRESSES AND ITINERANT SERVICE SCHEDULE
(Reference at Chapter IS 29.08)

<u>CIC Address</u>	<u>Regularly Scheduled Itinerant Service</u> (see 29.08 2)).
Canada Immigration Centre, Administration Bldg., Mirabel Airport, P.O. Box 30, MIRABEL, Quebec J7M 1A6 Telephone: (514) 476-2866 FAX: (514) 476-2858 Code: 2702	None
Canada Immigration Centre, 1616 René-Lévesque Blvd. West 2nd floor MONTREAL, Quebec H3H 1P8 Telephone: (514) 283-0246 FAX: (514) 496-1881 Code: 2495	None
Canada Immigration Centre, 3730 Crémazie est, 4ième étage, MONTREAL, Quebec H2A 3P3 Telephone: (514) 496-1064 FAX: (514) 496-1886 Code: 2496	None
Canada Immigration Centre, Édifice fédéral, Route 133, PHILIPSBURG, Quebec J0J 1N0 Telephone: (514) 248-2411 FAX: (514) 248-2497 Code: 2557	None
Canada Immigration Centre, Galleries du Syndicat, 410 Charest Blvd. E., 5th Floor, QUEBEC, Quebec G1K 3J1 Telephone: (418) 648-3583 FAX: (418) 649-6057 Code: 2507	None



SELECTION AND CONTROL

APPENDIX "B"
CANADA IMMIGRATION CENTRES – ADDRESSES AND ITINERANT SERVICE SCHEDULE
(Reference at Chapter IS 29.08)

CIC Address	Regularly Scheduled Itinerant Service (see IS 29.08 2))
QUEBEC REGION (cont'd)	
Canada Immigration Centre Édifice Gouvernement du Canada Route 55, C.P. 370 ROCK ISLAND, Quebec J0B 2K0 Telephone: (819) 876-2774 FAX: (819) 876-7795 Code: 2209	None
Canada Immigration Centre 701 Laure Blvd., 2nd floor SEPT-ÎLES, Quebec G4R 1X8 Telephone: (418) 962-4696 FAX: (418) 968-9458 Code: 2319	None
Canada Immigration Centre 299 Olivier Street SHERBROOKE, Quebec J1H 1X4 Telephone: (819) 565-4823 FAX: (819) 564-5723 Code: 2237	None
Canada Immigration Centre Édifice Fédéral, Rte 15 ST-BERNARD (Lacolle), Quebec J0J 1V0 Telephone: (514) 246-3911 FAX: (514) 246-2222 Code: 2555	None
Canada Immigration Centre 25 des Forges Boulevard, Room 414 TROIS-RIVIÈRES, Quebec G9A 6A7 Telephone: (819) 379-6395/6407 FAX: (819) 379-8007 Code: 2608	Joliette – Once a month on the 2nd Wednesday of every month Sorel – Once a month on the 1st Tuesday of every month
Canada Immigration Centre 550 – 3rd Avenue VAL D'OR, Quebec J9P 1S4 Telephone: (819) 825-5640 FAX: (819) 825-8650 Code: 2111	None



APPENDIX "B"
CANADA IMMIGRATION CENTRES – ADDRESSES AND ITINERANT SERVICE SCHEDULE
(Reference at Chapter IS 29.08)

CIC Address	Regularly Scheduled Itinerant Service (see IS 29.08 2))
ONTARIO REGION	
Canada Immigration Centre 110 Queen Street East BRAMPTON, Ontario L6V 1B1 Telephone: (416) 450-0023 FAX: (416) 450-1034 Code: 3699	None
Canada Immigration Centre 58 Dalhousie St., Rm. 220 BRANTFORD, Ontario N3T 2J2 Telephone: (519) 759-0710 FAX: (519) 759-2781 Code: 3329	None
Canada Immigration Centre 111 Water St., Ste. 110 CORNWALL, Ontario K6H 6S2 Telephone: (613) 938-5728 FAX: (613) 933-4418 Code: 3105	None
Canada Immigration Centre Seaway International Bridge CORNWALL, Ontario K6H 6S2 Telephone: (613) 932-7410 FAX: (613) 933-4418 Code: 3106	None
1000 Islands Bridge LANSDOWNE, Ontario K0E 1L0 Telephone: (613) 659-2313 FAX: (613) 659-2305 Code: 3114	None
Seaway/Skyway Int'l. Bridge PRESCOTT, Ontario K0E 1T0 Telephone: (613) 925-3900 FAX: (613) 925-1322 Code: 3134	None



SELECTION AND CONTROL

APPENDIX "B"

CANADA IMMIGRATION CENTRES - ADDRESSES AND ITINERANT SERVICE SCHEDULE
(Reference at Chapter IS 29.08)

<u>CIC Address</u>	<u>Regularly Scheduled Itinerant Service</u> (see 29.08 2))
Canada Immigration Centre, 224 Garrison Road, P.O. Box 1001, Station "B", FORT ERIE, Ontario L2A 5N8 Telephone: (416) 871-6969 FAX: (416) 871-7928 Code: 3303	Welland - 1 day/week - Wednesday
Canada Immigration Centre, Peace Bridge, FORT ERIE, Ontario K2A 5N8 Telephone: (416) 871-5660 FAX: (416) 871-9147 Code: 3304	None
Canada Immigration Centre, 210 - 1st Street East, FORT FRANCES, Ontario P9A 1K5 Telephone: (807) 274-3815 FAX: (807) 274-9845 Code: 3603	Kenora - Every 3rd Thursday and Friday (am) Dryden - Every 3rd Monday (pm) Red Lake - Every 3rd Wednesday (am) Sioux Lookout - Every 3rd Tuesday (am)
Canada Immigration Centre, International Bridge, FORT FRANCES, Ontario P9A 1K5 Telephone: (807) 274-9780 FAX: (807) 274-3310 Code: 3604	None
Canada Immigration Centre, 147 Wyndham St., 3rd Floor, GUELPH, Ontario N1H 4E9 Telephone: (519) 822-0471 FAX: (519) 822-4659 Code: 3455	None
Canada Immigration Centre, Jackson Square Mall, Phase IV, Plaza Level II, 2 King Street West, HAMILTON, Ontario L8P 1A1 Telephone: (416) 572-2787 FAX: (416) 572-2626 or 572-2391 Code: 3315	None



SELECTION AND CONTROL

APPENDIX "B"
CANADA IMMIGRATION CENTRES - ADDRESSES AND ITINERANT SERVICE SCHEDULE
(Reference at Chapter IS 29.08)

CIC Address

Regularly Scheduled Itinerant Service
(see 29.08 2)).

Canada Immigration Centre,
Federal Bldg., Room 241,
Bagot & Clarence Streets,
P.O. Box 726,
KINGSTON, Ontario
K7L 4X6
Telephone: (613) 545-8086
FAX: (613) 545-8574
Code: 3111

Belleville - 3 days per week (Tuesdays, Wednesdays and
Thursdays, 9 a.m. to 3 p.m.)

Canada Immigration Centre,
15 Duke St. East, Room 232,
KITCHENER, Ontario
N2H 1A2
Telephone: (519) 744-4161
FAX: (519) 741-0552
Code: 3458

Stratford - 1/2 day each Wednesday A.M.

Canada Immigration Centre,
451 Talbot Street, Room 920,
LONDON, Ontario
N6A 5C9
Telephone: (519) 679-4113
FAX: (519) 645-5880
Code: 3353

St. Thomas - Weekly Thursday

Canada Immigration Centre,
165 Dundas Street West, 7th Floor,
MISSISSAUGA, Ontario
L5B 2N6
Telephone: (416) 270-3997
FAX: (416) 566-6541
Code: 3294

None

Canada Immigration Centre,
4867 Victoria Avenue,
NIAGARA FALLS, Ontario
L2E 4C4
Telephone: (416) 354-2741
FAX: (416) 374-3677
Code: 3320

St. Catharines - Weekly - Tuesday and Wednesday

Canada Immigration Centre,
Whirlpool Bridge,
NIAGARA FALLS, Ontario
L2E 4C4
Telephone: (416) 354-6131
FAX: (416) 374-3677
Code: 3321

None



CIC Address

Regularly Scheduled Itinerant Service
(see 29.08 2))

Canada Immigration Centre,
Rainbow Bridge,
NIAGARA FALLS, Ontario
K2E 4C4
Telephone: (416) 354-6131
* FAX: (416) 354-0044
Code: 3322

None

Canada Immigration Centre,
Queenston-Lewiston Bridge,
NIAGARA FALLS, Ontario
L2E 4C4
Telephone: (416) 262-4742
* FAX: (416) 262-5622
Code: 3323

None

Canada Immigration Centre,
78 West St. South,
ORILLIA, Ontario
L3V 5G4
Telephone: (705) 326-8588
* FAX: (705) 326-6078
Code: 3707

Collingwood - Every 2nd & 4th Tuesday
(am)
Owen Sound - Every 2nd & 4th Tuesday
(pm) and Wednesday (am)

Canada Immigration Centre,
Bond Towers,
310 Simcoe St. S.,
OSHAWA, Ontario
L1H 4H7
Telephone: (416) 579-2002
* FAX: (416) 579-5981
Code: 3212

Cobourg - Every 4th Friday
Lindsay - 1st & 3rd Fridays of each
month
Peterborough - Each Monday

Canada Immigration Centre,
200 Catherine St., Ground Floor,
OTTAWA, Ontario
K2P 2K9
Telephone: (613) 995-8131
* FAX: (613) 992-9096
Code: 3122

Carleton University - 1st Thursday
of month
University of Ottawa - Last Thursday
of month



IS 29
APP. "B"

<u>CIC Address</u>	<u>Regularly Scheduled Itinerant Service</u> (see 29.08 2))
Canada Immigration Centre, Ottawa International Airport, 15 Airport Road, OTTAWA, Ontario K1V 9B3 Telephone: (613) 998-3709 * FAX: (613) 990-8687 Code: 3125	None
Canada Immigration Centre, RR 7, Highway 61, PIGEON RIVER, Ontario P7C 5V5 Telephone: (807) 964-2095 * FAX: (807) 964-2820 Code: 3629	None
Canada Immigration Centre, Seaway-Skyway International Bridge Canadian Plaza P.O. Box 370 PRESCOTT (Johnstown), Ontario K0E 1T0 Telephone: (613) 925-3900 * FAX: (613) 925-1322 Code: 3133	Brockville - Every Wednesday
Canada Immigration Centre P.O. Box 506 RAINY RIVER, Ontario Telephone: (807) 852-3968 * FAX: (807) 952-3859 Code: 3609	None
Canada Immigration Centre, 100 South Front Street, P.O. Box 184, SARNIA, Ontario N7T 2M4 Telephone: (519) 337-5419 * FAX: (519) 337-7905 Code: 3406	Chatham - Weekly - Tuesday
Canada Immigration Centre, Blue Water Int'l. Bridge, SARNIA, Ontario N7T 2M4 Telephone: (519) 344-7641 * FAX: (519) 336-9803 Code: 3407	None



SELECTION AND CONTROL

APPENDIX "B"

CANADA IMMIGRATION CENTRES – ADDRESSES AND ITINERANT SERVICE SCHEDULE
(Reference at Chapter IS 29.08)

CIC Address	Regularly Scheduled Itinerant Service (see IS 29.08 2))
ONTARIO REGION (cont'd)	
Canada Immigration Centre 451 Queen Street E., Room 209 SAULT STE. MARIE, Ontario P6A 5L1 Telephone: (705) 949-9060 FAX: (705) 949-6185 Code: 3758	Elliot Lake – Every Wednesday (pm) Blind River – Every Wednesday
Canada Immigration Centre International Bridge SAULT STE. MARIE, Ontario P6A 3C7 Telephone: (705) 759-1794 FAX: (705) 256-7512 Code: 3759	None
Canada Immigration Centre Federal Building, Room 327 19 Lisgar Street SUDBURY, Ontario P3E 3L4 Telephone: (705) 671-0725 FAX: (705) 671-0749 Code: 3569	None
Canada Immigration Centre Federal Building, Room 305 130 South Syndicate Avenue THUNDER BAY, Ontario P7E 1C7 Telephone: (807) 622-0669 FAX: (807) 623-1409 Code: 3615	None
Canada Immigration Centre Toronto Central 443 University Avenue TORONTO, Ontario M5G 2H6 Telephone: (416) 973-4444 FAX: (416) 973-3584 Code: 3270	None
Canada Immigration Centre Toronto East 1920 Ellesmere Road, 2nd floor SCARBOROUGH, Ontario M1H 2V6 Telephone: (416) 973-5214 FAX: (416) 973-7985 Code: 3708	None



APPENDIX "B"
CANADA IMMIGRATION CENTRES – ADDRESSES AND ITINERANT SERVICE SCHEDULE
(Reference at Chapter IS 29.08)

CIC Address	Regularly Scheduled Itinerant Service (see IS 29.08 2))
ONTARIO REGION (cont'd)	
Canada Immigration Centre Toronto North 4900 Yonge Street WILLOWDALE, Ontario M2N 6A4 Telephone: (416) 224-4905 FAX: (416) 973-7220 Code: 3297	None
Canada Immigration Centre Toronto West 1243 Islington Avenue, 3rd floor TORONTO, Ontario M8X 2W5 Telephone: (416) 239-8491 FAX: (416) 239-3768 Code: 3296	None
Canada Immigration Centre Lester B. Pearson Int'l. Airport Terminal I, P.O. Box 6004 TORONTO, Ontario L5P 1B2 Telephone: (416) 676-3911 FAX: (416) 676-5180 Code: 3273	None
Canada Immigration Centre Lester B. Pearson Int'l. Airport Terminal 2, P.O. Box 6004 TORONTO, Ontario L5P 1B2 Telephone: (416) 676-3690 FAX: (416) 676-3192 Code: 3299	None
Immigration Office Toronto Island Airport TORONTO, Ontario M5V 1A1 Telephone: (416) 360-0105 FAX: (416) 676-3192 Code: 3300	None
Canada Immigration Centre 467 University Avenue West WINDSOR, Ontario N9A 5R2 Telephone: (519) 254-1101 FAX: (519) 254-2932 Code: 3420	Leamington – Weekly on Tuesday



CIC Address

Regularly Scheduled Itinerant Service
(see 29.08 2))

Canada Immigration Centre,
International Tunnel,
WINDSOR, Ontario
N9A 5R2
Telephone: (519) 253-3006
FAX: (519) 254-2932
Code: 3421

None

Canada Immigration Centre,
Ambassador Bridge,
WINDSOR, Ontario
N9A 5R2
Telephone: (519) 254-3014
FAX: (519) 254-1401
Code: 3422

None

Canada Immigration Centre,
Springbank Plaza,
198 Springbank Avenue,
WOODSTOCK, Ontario
N4S 7R3
Telephone: (519) 537-6269
FAX: (519) 537-8275
Code: 3369

Simcoe - Weekly Wednesday
Tillsonburg - Weekly Tuesday

MANITOBA REGION

* Canada Immigration Centre,
Federal Building, Room 225,
1039 Princess Ave.
BRANDON, Manitoba
R7A 1A8
Telephone: (204) 726-7542
FAX: (204) 726-7626
Code: 4134

Dauphin - CEC
Swan River - CEC
The Pas - CEC
Flin Flon - CEC

(1 day each office in April,
August, December & February)

Canada Immigration Centre,
Customs/Immigration Highway Bldg.,
Highway 29 (Emerson West),
P.O. Box 425,
EMERSON, Manitoba
R0A 0L0
Telephone: (204) 373-2197
FAX: (204) 373-2586
Code: 4143

None



CIC Address

Canada Immigration Centre,
4th Floor, 259 Portage Avenue,
WINNIPEG, Manitoba
R3B 2A9
Telephone: (204) 983-0069
FAX: (204) 983-3176
Code: 4133

Canada Immigration Centre,
Winnipeg Int'l. Airport,
2000 Wellington Street,
WINNIPEG, Manitoba
R2R 0S6
Telephone: (204) 983-8837
FAX: (204) 983-3187
Code: 4140

SASKATCHEWAN REGION

Canada Immigration Centre,
Customs/Immigration Building,
P.O. Box 120,
NORTH PORTAL, Saskatchewan
S0C 1W0
Telephone: (306) 927-2335
FAX: (306) 927-2026
Code: 4322

Canada Immigration Centre,
Immigration Building, Room 210,
94 - 15th Street East,
PRINCE ALBERT, Saskatchewan
S6V 1E8
Telephone: (306) 764-0097
FAX: (306) 763-4476
Code: 4339

Canada Immigration Centre,
2045 Broad Street, Ste. 415,
REGINA, Saskatchewan
S4P 3T7
Telephone: (306) 780-6190
FAX: (306) 780-6131
Code: 4311

Regularly Scheduled Itinerant Service
(see 29.08 2))

Thompson - January 10, 11 & 12, 1989
April 11, 12 & 13, 1989
July 11, 12 & 13, 1989
October 17, 18 & 19, 1989
(Between the hours

None

Estevan - CEC - 2nd and 4th Wednesday
of each month

None

Moose Jaw - CEC - 2nd and
4th Wednesday of each month

Swift Current - CEC - 1st Tuesday
and Wednesday of each month

Yorkton - CEC - 3rd Tuesday and
Wednesday of each month



SELECTION AND CONTROL

APPENDIX "B"

CANADA IMMIGRATION CENTRES - ADDRESSES AND ITINERANT SERVICE SCHEDULE
(Reference at Chapter IS 29.08)

CIC Address

Regularly Scheduled Itinerant Service
(see 29.08 2))

Canada Immigration Centre
Federal Building, Room 415,
415 - 101 est - 22nd Street East,
SASKATOON, Saskatchewan
S7K 0E1

North Battleford - 2nd and 4th Thursday of each month

Telephone: (306) 975-4117
FAX: (306) 975-4525
Code: 4336

ALBERTA AND NORTHWEST TERRITORIES

Canada Immigration Centre
220 - 4th Avenue SE, room 170
P.O. Box 2913, Station "M",
CALGARY, Alberta
T2P 3C3

Banff:
Winter - 1 November to 14 April Tuesdays
Summer - 15 April to 31 October Tuesdays and Thursdays

Telephone: (403) 292-5724
FAX: (403) 292-6843
Code: 4604

Canada Immigration Centre
Calgary Int'l Airport
2000 Airport Road, N.E.,
CALGARY, Alberta
T2E 6W5

None

Telephone: (403) 292-6380
FAX: (403) 292-6844
Code: 4606

Canada Immigration Centre
P.O. Box 1240
CARWAY (via Cardston), Alberta
T0K 0K0

CIC Chief Mountain
Summer - 17 May to 3rd Sunday in September of each
year. Everyday of the week for the specified period of time.

Telephone: (403) 653-3077
FAX: (403) 653-3261
Code: 4616

All mail via CIC Carway

Telephone: (403) 653-3536
FAX: (403) 653-3261
Code: 4615

Canada Immigration Centre
P.O. Box 157
COUTTS, Alberta
T0K 0N0

None

Telephone: (403) 344-3744
FAX: (403) 344-3942
Code: 4620



SELECTION AND CONTROL

APPENDIX "B"
CANADA IMMIGRATION CENTRES – ADDRESSES AND ITINERANT SERVICE SCHEDULE
(Reference at Chapter IS 29.08)

CIC Address

Regularly Scheduled Itinerant Service
(see 29.08 2)).

Canada Immigration Centre,
Liberty Building, Room 200,
10506 Jasper Avenue,
EDMONTON, Alberta
T5J 2W9

Telephone: (403) 495-2199
FAX: (403) 495-6739
Code: 4712

St. Paul – Third Thursday of every month
Lloydminster – Third Friday of every month
Edson – First Thursday of every month

Canada Immigration Centre,
Edmonton Int'l. Airport,
P.O. Box 9879,
EDMONTON, Alberta
T5H 2T2

Telephone: (403) 890-4350
FAX: (403) 890-7899
Code: 4715

None

Canada Immigration Centre,
10020 Franklin Avenue,
FORT McMURRAY, Alberta
T9H 2K6

Telephone: (403) 743-2340
FAX: (403) 791-0524
Code: 4754

None

Canada Immigration Centre,
Suite #101, 10135-101 Ave.
GRANDE PRAIRIE, Alberta
T8V 0Y4

Telephone: (403) 532-1385
FAX: (403) 532-0170
Code: 4717

Peace River – Every second Wednesday

Canada Immigration Centre,
Government of Canada Bldg.,
Room 303, 706 – 4th Avenue, S.,
P.O. Box 2050,
LETHBRIDGE, Alberta
T1J 4K6

Telephone: (403) 382-3141
FAX: (403) 382-3163
Code: 4613

Brooks – Third Wednesday of every month
Medicine Hat – 1 day/week – Thursday

CIC AddressRegularly Scheduled Itinerant Service
(see 29.08 2))

Canada Immigration Centre,
4708 Gaetz Avenue,
RED DEER, Alberta
T4N 4A1
Telephone: (403) 342-4575
FAX: (403) 340-4244
Code: 4686

Stettler - 3rd Thursday of each month
(April - October)
Rocky Mountain House - 4th Thursday of
every 2nd month (Jan./March/May/
July, etc.)

Canada Immigration Centre,
Scotia Centre, 2nd Floor,
5102 - 50th Avenue,
P.O. Box 1950,
YELLOWKNIFE, N.W.T.
X1A 2P5
Telephone: (403) 920-8411
FAX: (403) 873-3621
Code: 4934

None

BRITISH COLUMBIA/YUKON REGION

Canada Immigration Centre,
10 Highway 13, RR No. 5,
ALDERGROVE, B.C.
VOX 1A0
Telephone: (604) 533-1716
FAX: (604) 856-5940
Code: 5103

None

* Canada Immigration Centre,
101 - 10 Ave. S.
CRANBROOK, B.C.
V1C 2N1
Telephone: (604) 426-8924
FAX: (604) 426-4033
Code: 5317

None

Canada Immigration Centre,
103 - 1005 - 104th Avenue,
DAWSON CREEK, B.C.
V1G 2H9
Telephone: (604) 782-1271
FAX: (604) 782-9422
Code: 5402

Fort St. John - 2 days/month
(1st & 3rd Wednesday)



CIC Address

Regularly Scheduled Itinerant Service
(see 29.08 2))

Canada Immigration Centre,
210 Deas Throughway,
DOUGLAS (via White Rock), B.C.
V4B 5A8
Telephone: (604) 536-7671
FAX: (604) 666-7674
Code: 5109

None

Canada Immigration Centre,
Border Crossing,
HUNTINGDON, B.C.
VOX 1M0
Telephone: (604) 853-5945
FAX: (604) 850-3577
Code: 5113

None

Canada Immigration Centre,
206 - 317 Seymour Street,
KAMLOOPS, B.C.
V2C 2E8
Telephone: (604) 374-2171
FAX: (604) 374-0544
Code: 5306

Williams Lake - 1 day/month
(3rd Wednesday)

Canada Immigration Centre,
471 Queensway Avenue,
KELOWNA, B.C.
V1Y 6S5
Telephone: (604) 763-8107
FAX: (604) 861-6534
Code: 5308

None

Canada Immigration Centre,
Kingsgate Border Crossing,
KINGSGATE, B.C.
VOB 1V0
Telephone: (604) 424-5424
FAX: (604) 424-5453
Code: 5316

None

Canada Immigration Centre,
Room 403, 60 Front Street
NANAIMO, B.C.
V9R 5H7
Telephone: (604) 754-0226
FAX: (604) 754-0354
Code: 5205

None



SELECTION AND CONTROL

APPENDIX "B"

CANADA IMMIGRATION CENTRES - ADDRESSES AND ITINERANT SERVICE SCHEDULE (Reference at Chapter IS 29.08)

<u>CIC Address</u>	<u>Regularly Scheduled Itinerant Service</u> (see 29.08 2))
Canada Immigration Centre, Federal Building, #300 549 Columbia Street, NEW WESTMINSTER, B.C. V3L 1B3 Telephone: (604) 666-7570 FAX: (604) 666-1966 Code: 5118	None
Canada Immigration Centre, R.R. No. 1, OSOYOOS, B.C. V0H 1V0 Telephone: (604) 495-6545 FAX: (604) 495-7774 Code: 5327	None
Canada Immigration Centre, Highway 99, PACIFIC HIGHWAY (via White Rock), B.C. V4B 5A8 Telephone: (604) 538-1515 FAX: (604) 538-3624 Code: 5111	None
Canada Immigration Centre, 550 Victoria Street, Ste. 400, PRINCE GEORGE, B.C. V2L 2K1 Telephone: (604) 562-5534 FAX: (604) 561-5502 Code: 5407	Quesnel - 1 day/month (1st Wednesday) Vanderhoof - 1 day/month (3rd Monday) Burns Lake - 1 day/month (3rd Tuesday) Smithers - 1 day/month (3rd Wednesday) Houston - 1 day/month (3rd Tuesday)
Canada Immigration Centre, Pride O'North Mall, 309 - 2nd Avenue W., Room 450A, PRINCE RUPERT, B.C. V8J 3T1 Telephone: (604) 624-5032 FAX: (604) 627-3041 Code: 5416	None
Canada Immigration Centre, Vancouver International Airport, P.O. Box 24260, Airport Postal Outlet, RICHMOND, B.C. V7B 1Y3 Telephone: (604) 666-1185 FAX: (604) 666-1937 Code: 5135	None



SELECTION AND CONTROL

APPENDIX "B"
CANADA IMMIGRATION CENTRES – ADDRESSES AND ITINERANT SERVICE SCHEDULE
(Reference at Chapter IS 29.08)

CIC Address

Regularly Scheduled Itinerant Service
(see 29.08 2)).

Canada Immigration Centre,
10453 – 137th Street,
SURREY, B.C.
V3T 5B1

None

Telephone: (604) 585-3755
FAX: (604) 585-1771
Code: 5107

Canada Immigration Centre,
4th Floor
800 Helmcken Street
VANCOUVER, B.C.
V6Z 2N4

None

Telephone: (604) 666-2171
FAX: (604) 666-7406
666-1926
Code: 5133

Canada Immigration Centre,
816 Government Street, Room 377,
VICTORIA, B.C.
V8W 1W9

None

Telephone: (604) 388-3614
FAX: (604) 388-3669
Code: 5219

Canada Immigration Centre,
Federal Building, Room 101,
WHITEHORSE, Yukon Territory
Y1A 2B5

None

Telephone: (403) 667-5010
FAX: (403) 668-7869
Code: 5414



CANADA IMMIGRATION CENTRES - SPECIALTY OPERATIONS

PART 1 - ENFORCEMENT CICs (reference at 29.06 1)b)11))

Ontario Region

Canada Immigration Centre,
Enforcement,
6900 Airport Road,
MISSISSAUGA, Ontario
L4V 1E8
Telephone: (416) 676-5210
FAX: (416) 676-7697
Code: 3700

Canada Immigration Centre,
Enforcement,
136 Edward Street,
TORONTO, Ontario
M5G 2H7
Telephone: (416) 369-3628
FAX: (416) 973-7106 *
Code: 3298

Quebec Region

Canada Immigration Centre,
Enforcement,
980 Guy Street, 2nd Floor,
MONTREAL, P.Q.
H3H 2K3
Telephone: (514) 283-5483
FAX: (514) 496-1882
Code: 2672

PART 2 - APPEALS OFFICES (reference at 29.06 3))

Location

Geographic Area Covered

Manager,
Appeals Office,
Canada Employment & Immigration Commission,
Immigration Division,
Complex Guy Favreau, West Tower,
Room 511,
MONTREAL, P.Q.
H2Z 1X4
Telephone: (514) 283-7212
Code: 2008

Province of Quebec



Location

Geographic Area Covered

Manager,
Appeals Office,
Canada Employment & Immigration Commission,
Immigration Division,
443 University Ave., Suite 502,
TORONTO, Ontario
M5S 2H6
Telephone: (416) 973-5620
FAX: (416) 973-3610
Code: 3027

Provinces of Ontario,
New Brunswick, Prince Edward
Island, Nova Scotia and
Newfoundland

Manager,
Appeals Office,
Canada Employment & Immigration Commission,
Immigration Division,
P.O. Box 11145, Royal Centre,
1055 West Georgia Street,
VANCOUVER, B.C.
V6E 2P8
Telephone: (604) 666-8679
Code: 5027

Provinces of British Columbia and
Alberta, and the Yukon and
Northwest Territories

Manager,
Appeals Office,
Canada Employment & Immigration Commission,
Immigration Division,
300 Graham Avenue, Room 710,
WINNIPEG, Manitoba
R3C 4B9
Telephone: (204) 983-3906
Code: 4008

Provinces of Manitoba and
Saskatchewan

PART 3 - IMMIGRATION HOLDING CENTRES (reference at 29.06 4))

Quebec Region

Office of Jurisdiction

Immigration Holding Centre,
Maritime Hotel,
1155, rue Guy,
MONTREAL, P.Q.
H3H 2K5
Telephone: (514) 496-6594
FAX: (514) 496-6402

Montreal Enforcement CIC



Ontario Region

Immigration Holding Centre,
Plaza Hotel,
103 Cityview Drive,
REXDALE, Ontario
M9W 1H3
Telephone: (416) 249-5866
FAX: (416) 246-0172

Immigration Holding Centre,
Celebrity Inn,
6355 Airport Road,
MISSISSAUGA, Ontario
L4V 1E4
Telephone: (416) 677-7331 (Extension 156)
FAX: (416) 676-7122

Immigration Holding Centre,
Holiday Inn,
480 Riverside Drive West,
WINDSOR, Ontario
N9A 5K6
Telephone: (519) 253-3006
FAX: (519) 254-2932

(Summer Months Only)
Immigration Holding Centre,
Village Inn,
5688 Falls Avenue,
NIAGARA FALLS, Ontario
L2E 3P6
Telephone: (416) 374-2280
FAX: (416) 374-3677

(All Other Months)
Immigration Holding Centre,
Skyline Brock Hotel,
5685 Falls Avenue,
Niagara Falls, Ontario
L2E 3P6
Telephone: (416) 374-2280
FAX: (416) 374-3677

BC/Yukon Region

Immigration Holding Centre,
Airport Skyline,
3031 No. 3 Road,
RICHMOND, B.C.
Telephone: (604) 666-1985
FAX: (604) 666-7349

Office of Jurisdiction

Detention & Removals CIC
Mississauga

Detention & Removals CIC
Mississauga

Windsor CIC, Ontario

Niagara Falls CIC, Ontario

Office of Jurisdiction

Vancouver Metro CIC



IS 29
APP. "C"

Employment and Immigration Canada
IMMIGRATION MANUAL

Emploi et Immigration Canada
GUIDE DE L'IMMIGRATION

PART 4 - CENTRAL REMOVAL UNITS

Quebec Region

Office of Jurisdiction

Central Removal Unit,
1200 Papineau Street,
1st Floor,
MONTREAL, P.Q.
H2K 4H2

Montreal Enforcement CIC

Telephone: (514) 496-1380 Mirabel: (514) 476-3162
553-3522

FAX: (514) 496-2222 Mirabel: (514) 476-3160

Ontario Region

Detention & Removal CIC
6855 Airport Road,
MISSISSAUGA, Ontario
L4V 1E8

Mississauga Enforcement CIC

Telephone: (416) 676-7130
FAX: (416) 676-7122

B.C./Yukon Region

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PART 5 - IMMIGRATION REFUGEE BACKLOG CENTRES

Manager,
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Manager,
MISSISSAUGA BACKLOG CIC,
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Manager,
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Co-ordinators

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